



5 CLOSED  
STACKS



GOVERNMENT INFORMATION CENTER  
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO  
PUBLIC LIBRARY

REFERENCE  
BOOK


*Not to be taken from the Library*

7 2 2000

SAN FRANCISCO PUBLIC LIBRARY



3 1223 05718 3007



Digitized by the Internet Archive  
in 2013

<http://archive.org/details/3calendarmeetingo1991sanf>



SF  
\$90.25  
#1  
7/10/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JULY 10, 1991 - 2:00 P.M. ROOM 228, CITY HALL

DOCUMENTS DEPT.

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

JUL 9 1991

CLERK: JONI BLANCHARD

SAN FRANCISCO  
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 146-91-10.1. [Grant - State Funds] Resolution authorizing the Department of Health, Community Public Health Services, Family Health Bureau, to apply for an augmentation to a grant of \$175,000 which includes indirect costs since these costs are not allowed by the funder, from the State Department of Health Services, Maternal Child Health Branch for Black infant health and related perinatal services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
  - b. File 146-91-46. [Grant - Federal Funds] Resolution authorizing the Department of Health, Community Public Health Services, Communicable Disease, STD Control, to apply for, accept and expend a grant of \$342,861, which includes indirect costs in the amount of \$32,781 based on 20% of personnel costs, from the Centers for Disease Control for implementation and evaluation of an intervention to increase condom use, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
  - c. File 146-91-47. [Grant - Federal Funds] Resolution authorizing the Department of Health, Community Public Health Services, Communicable Disease, STD Control, to apply for, accept and expend a grant of \$382,598, which includes indirect costs in the amount of \$24,682 based on 20% of personnel costs, from the Centers for Disease Control for alternative sexually transmitted disease services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)

- d. File 146-91-48. [Grant – Federal Funds] Resolution authorizing the Department of Health, Family Health Bureau, Dental Bureau, to apply for, accept and expend a continuation grant of \$12,708 which includes indirect costs in the amount of \$635, based on 5% of the total award from the State Department of Health Services, Dental Section, for dental health education in San Francisco elementary schools, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- e. File 146-91-49. [Grant – Federal Funds] Resolution authorizing Department of Health, AIDS Office, to apply for, accept and expend a supplemental grant of \$598,442 which includes indirect costs of \$60,226 based on 20% of personnel costs, from Department of Health and Human Services, Centers for Disease Control, to supplement AIDS Prevention Project/Early Intervention Networking Pilot Project, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for provision of these services. (Department of Public Health)
- f. File 146-91-50. [Grant – State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services to apply for a continuation grant of \$283,000, which includes indirect costs in the amount of \$12,528, based on 5% of personnel costs from the State Department of Mental Health Services, for consultation, education and information services as addendum to the San Francisco City and County Short-Doyle Plan for mental health services in Fiscal Year 1991-92, Part A, and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services. (Department of Public Health)
- g. File 146-91-51. [Grant – State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to accept and expend a continuation grant of \$36,911 from the State Department of Mental Health Services, for the primary prevention in schools project. (Department of Public Health)
- h. File 146-91-53. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to accept and expend as sub-grantee a renewal grant of \$581,424 from the San Francisco Community Clinic Consortium of Federal Public Health Services funds for primary health care and substance abuse services and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services. (Department of Public Health)
- i. File 146-91-54. [Grant – Federal Funds] Resolution authorizing Department of Public Health, Community Public Health Programs, to apply for a grant of \$750,000, which includes indirect costs of \$41,270, based on 20% of personnel costs from Health and Human Services, Health Resources and Services Administration, for linked primary care medical and substance abuse treatment services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)

- j. File 146-91-55. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Service, Communicable Disease, STD Control, to apply for, accept and expend a grant of \$1,395,847, which includes indirect costs of \$143,520, based on 20% of personnel costs from the Centers for Disease Control for the provision of STD Services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- k. File 146-91-57. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to apply for a grant of up to \$200,000 a year for 3 years which includes indirect costs in an amount of up to \$200,000 a year for 3 years which includes indirect costs in an amount of up to \$20,000 based on 10% of the total award, from the Department of Transportation for the provision of outreach services to homeless persons in transit facilities. (Department of Public Health)
- l. File 147-91-6. [Grant – Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$66,220 available through California State Library from title I of the Library Services and Construction Act for Major Urban Resource Libraries for Fiscal Year 1991/92. (Public Library)
- m. File 23-91-3. [Claim Against the Government] Resolution waiving the Statute of Limitations with respect to payment of five certain warrants of the City and County of San Francisco, in the sum of \$965.20 a legal obligation of the City and County of San Francisco. (Irene Marino). (Controller)
- n. File 25-91-24. [Contracting Out City Services] Resolution concurring with the Controller's certification that services of the Court Management System Coordinator can be practically performed by private contractor for lower cost than similar services performed by City and County employees. (Municipal Court)
- o. File 25-91-25. [Contracting Out City Services] Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney)
- p. File 25-91-26. [Contracting Out City Services] Resolution concurring with the Controller's certification that security guard services can be practically performed for the Department of Public Health, San Francisco General Hospital by a private contractor for a lower cost than similar services performed by City and County employees. (Department of Public Health)
- q. File 47-91-9. [Award of Lease] Resolution rejecting bid of Federal Auto Parks, Inc. in response for bids for lease of the Seventh and Harrison Parking Lot and awarding said lease to Allright Parking/San Francisco as the highest, responsive and responsible bidder. (Real Estate Department)
- r. File 47-91-10. [Amendment to Lease] Resolution authorizing amendment to lease of real property at the St. Mary's Square Garage for the the Department of Parking and Traffic. (Real Estate Department)

- s. File 64-91-17. [Lease of Property] Resolution authorizing extension of two existing subleases of real property required by the Department of Public Works, Human Rights Commission and Status of Women at 1170 Market Street. (Real Estate Department)
- t. File 64-91-18. [Lease of Property] Resolution authorizing renewal of a sublease of real property at 414 Mason Street for Public Utilities Commission for its Bureau of Management Information Systems. (Real Estate Department)
- u. File 64-91-19. [Lease of Property] Resolution authorizing renewals and extensions of 22 certain existing leases of real property required by the Department of Public Health and Sheriff. (Real Estate Department)
- v. File 64-91-20. [Lease of Property] Resolution authorizing extension of two month-to-month rental agreement and lease of real property required by the Public Utilities Commission at 100 McAllister Street. (Real Estate Department)
- w. File 64-91-21. [Lease of Property] Resolution authorizing renewal of lease of real property at 732 Brannan Street for the District Attorney's Office. (Real Estate Department)

ACTION:

#### REGULAR CALENDAR

- 2. File 118-90-8. [Fees – Video Display Terminal] Ordinance amending Health Code by adding Section 1310, providing for application fees for variances and exemptions from the requirements of the video display terminal workers safety ordinance. (Supervisor Alioto)

ACTION:

- 3. File 193-91-5. [Day Camp for Children at Candlestick Park] Resolution urging the Mayor to urge the Recreation and Park Commission to use funds available to the Commission to establish a summer day camp for children 13 and older at Candlestick Park this summer, and requesting the Commission to advise the Board of the success of the Commission's efforts to establish the camp. (Supervisors Alioto, Migden)

ACTION:

- 4. File 127-91-11. Hearing to consider raising the payroll and gross receipts tax by 0.1 percent. (Supervisor Britt)

ACTION:

- 5. File 117-91-1. [Plan Review Fee Schedule] Ordinance amending Fire Code Section 4.208, increasing the property inspection fee for Fire Department review of plans submitted with building permit applications. (Supervisor Gonzalez)

ACTION:



6. File 127-91-9. [Parking Tax] Draft Ordinance amending Part III of the Municipal Code by repealing Sections 601, 602, 602A, 602.5, 602.5-1, 603 through 608, 610, 615 and 618 and by adding new Sections 601 through 607 and 612 to convert the tax to a tax on operators at the rate of \$11.00 per year per stall, plus a \$2.00 per year per stall surtax for valet parking stalls; and setting operative date. (Supervisor Gonzalez)

ACTION:

7. File 127-91-8. [Parking Tax Surcharge] Ordinance increasing the Parking Tax Surcharge from five percentum to ten percentum effective August 1, 1991; amending Part III, Article 9 of the San Francisco Municipal Code by repealing Section 602.5-1. (Mayor)

ACTION:

8. File 127-91-12. Hearing to consider increasing the real property transfer tax to \$3.75 per \$500.00 of value; with an exemption for sales to first time homebuyers. (Supervisor Migden)

ACTION:

9. File 124-91-4. [Residential Parking Permit Fees] Ordinance amending Traffic Code, by amending Section 202.C thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority for issuing contractor parking permits and to increase from \$100 per year to \$150 per one-half year the fee for issuance of said permits; by amending Section 308.3 thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority to issue educational institution parking permits and to increase from \$13 to \$20 the fee for issuance of said permits; by amending Section 314 thereof, to increase the annual fee for issuance and renewal of Residential Parking Permits to \$20 and the six month fee to \$10, to increase the fee for visitor's permits to \$5 per two week period, and to increase the amount from specified permit fees that is to be deposited to the Road fund. (Department of Parking and Traffic)

ACTION:

10. File 7-91-6. [Public Transportation] Resolution approving a revised fare schedule for the San Francisco Municipal Railway. (Public Utilities Commission)

ACTION:

#### AIRPORTS COMMISSION

11. File 27-91-4. [Airport Lease] Ordinance approving the "Reappraisal of Plot 22 and Pier 3 Bulk Fuel Storage and Wharf Area Lease" between Shell Oil Company and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

#### CITY ATTORNEY

12. File 170-91-4. [Revenue Bond Sale] Resolution providing for the issuance of not to exceed \$165,000,000 principal amount of City and County of San Francisco General Purpose Sewer Revenue Bonds, Series 1991, (Supplemental to Resolutions No. 542-88, adopted July 17, 1988 and Resolution No. 677-88, adopted August 19, 1988); companion to File 170-91-4.1. (City Attorney)

ACTION:

13. File 170-91-4.1. [Revenue Bond Sale] Resolution authorizing and directing the sale of not to exceed \$165,000,000 principal amount of City and County of San Francisco General Purpose Sewer Revenue Bonds, Series 1991, authorizing the publication of official notice of sale relating thereto; authorizing official action; and appointing fiscal agent; companion measure to File 170-91-4. (City Attorney)

ACTION:

#### DEPARTMENT OF PUBLIC HEALTH

14. File 30-91-9. [Patient Day Rates] Resolution fixing patient day rates for services furnished by City and County Health Care institutions and rescinding Resolution 302-89. (Department of Public Health)

ACTION:

15. File 30-91-12. [Contract] Resolution authorizing the Department of Public Health, AIDS Office, to extend the terms of certain health service contracts on an interim month-to-month basis. (Department of Public Health)

ACTION:

16. File 118-91-4. [Reinspection Fees] Ordinance amending Health Code by adding Sections 609 through 609.3, authorizing reinspection fees for State and Local Health Code violations and lien procedures for non-payment of the fees. (Department of Public Health)

ACTION:

17. File 146-91-4.1. [AB 75 Capital Outlay Plan] Resolution authorizing amendment to the AB 75 Capital Outlay Plan for the City and County of San Francisco, as adopted by Resolution No. 125-91, to delete one San Francisco Community Clinic Consortium Project and to substitute in its place seven other San Francisco Community Clinic Consortium Projects. (Department of Public Health)

ACTION:

#### PUBLIC UTILITIES COMMISSION

18. File 61-91-1. [Contract Award Extension] Resolution granting extension of time for awarding Municipal Railway Contract No. MR-892, Scott Facility Add-on. (Public Utilities Commission)

ACTION:

19. File 65-91-5. [Lease Modification] Ordinance confirming a Third Supplemental Agreement in modification of lease between the City and County of San Francisco and Garden Chapel, Inc., a California Corporation, lessee for operating a funeral home with parking and landscaping. (Public Utilities Commission)

ACTION:

20. File 172-91-5. [Paratransit Broker Contract] Resolution approving a 4-year, 9-month Paratransit Broker Contract with Cerenio Management Group to provide door-to-door paratransit services. (Public Utilities Commission)

ACTION:

DEPARTMENT OF PUBLIC WORKS

21. File 101-90-129. [Government Funding] Ordinance appropriating \$1,047,771, Cleanwater – 1988 Sewer Revenue Bond Fund, for capital improvement project (Sludge Management Plan). (Department of Public Works)

ACTION:

22. File 148-91-10. [Grant – Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$788,000 for the pavement renovation of various streets as listed in this resolution. (Department of Public Works)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102



ADDENDUM CALENDAR

MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JULY 10, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

23. File 101-90-47. [Government Funding] Ordinance appropriating \$37,914,100, Cleanwater Program, for capital improvement project (Lake Merced Transport Plan). RO #90157

(Consideration continued from 3/6/91)

ACTION:



CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 8, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendations*

SUBJECT: July 10, 1991 Finance Committee Meeting

Item 1a - File 146-91-10.1

DOCUMENTS DEPT.

JUL 11 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Department: Department of Public Health (DPH)  
Family Health Bureau

Item: Resolution authorizing the Department of Public Health to apply for an augmentation to a grant which excludes indirect costs since these costs are not allowed by the funder, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

Grant Amount: \$175,000

Grant Period: July 1, 1991 through June 30, 1993

Project: Services to improve Black infant health and to conduct infant fetal death review

Source of Funds: State Department of Health Services  
Maternal Child Health Branch

Description: In February 1991, the Board of Supervisors approved legislation (File 146-91-10) authorizing the DPH to accept and expend a grant of \$214,284 to fund a project aimed at improving Black infant health for residents of San Francisco. The State Department of Health Services has decided to award San Francisco an augmentation of \$175,000 on a one-time only basis as a result of redirection of unspent Maternal Child Health (MCH) contractual funds for FY 1990-91. \$100,000 would supplement Black Infant Health (BIH) funding, and \$75,000 would fund a Fetal-Infant Death Review Project. The proposed contract is effective July 1, 1991 through June 30, 1993.

The \$100,000 BIH funding would be used to augment existing BIH programs. Specifically, funds would be used (1) to provide additional midwifery and nurse practitioner services to Black clients in order to retain more women in care; (2) to create a system to track Black infants in the first year of life to increase the likelihood of those infants receiving pediatric care and immunization; and (3) to expand community-based organization referral, follow-up, support and education. The \$75,000 Fetal-Infant Death Review Project funding is available to develop a fetal-infant death review committee to study the underlying causes of infant mortality due to gaps in services. These services are in accordance with State Department of Health requirements.

**No. of Persons to  
Be Served:**

A minimum of 200 black women and their infants

**Projected Budget:**

**Black Infant Health** — July 1, 1991 - June 30, 1993

**Personnel**

Clerk/Program Asst. (.5 FTE)	\$26,804	
Fringe Benefits @ 28%	<u>7,505</u>	
Subtotal Personnel		\$34,309
Public Health Aid (Intern)		
(500 hrs @ \$10)	<u>5,000</u>	
Total Personnel		\$39,309

**Operating Expenses**

Staff Travel	1,200	
Materials and Supplies	<u>3,455</u>	
Total Operating Expenses		\$4,655

**Contract Services**

Midwifery Services		
(\$2,080 x .40 x 42.1 wks. + fringe)	45,536	
Community Support Center	<u>10,500</u>	
Total Contract Services		56,036

Total Black Infant Health	\$100,000
---------------------------	-----------

**Fetal Infant Death** — July 1, 1991 - June 30, 1993

**Personnel**

Clerk/Program Asst. (.25 FTE)	\$13,402	
Social Worker (.5 FTE)	22,916	
Fringe Benefits @ 28%	<u>10,169</u>	
Subtotal Personnel		\$46,487
Clerk Typist (296 hours @ \$12.80/hr))	<u>3,793</u>	
Total Personnel		\$50,280

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Operating Expenses

Staff Travel	1,200	
Materials and Supplies	<u>2,000</u>	
Total Operating Expenses		3,200

Contract Services

Medical Intern (80 cases - 4 hrs. x \$18/hr. x 2 yrs.)	11,520
--	--------

Computer Equipment	<u>10,000</u>
--------------------	---------------

Total Fetal Infant Death	\$75,000
--------------------------	----------

TOTAL Black Infant Health and Fetal-Infant Death	\$175,000
---	-----------

**Required Match:** None

**Indirect Costs:** None

**Comments:** 1. The original \$214,284 grant provides funding for the following project services to Black pregnant and post-partum women and their families: outreach services; referral services; educational services; and follow-up and support services. Additionally, the project would (1) maintain a database for analysis of Black infant health indicators, (2) prepare a report on Black infant health for distribution to providers, community organizations and the projects' target population, (3) establish a Black infant health task force, to assess needs and gaps in services and prepare an action plan, (4) sponsor two community forums/events to increase Black women's access to care through education, support, and direct linkages with DPH and related services in the community. A community-based service or advocacy organizations would be identified and contracted with to establish and run the "Community Support Center."

Ms. Ginger Smyly of the Department of Public Health reports that funds to implement the original project were not made available until mid-May, 1991. To date, only supplies have been purchased with the grant money. The program has been staffed by volunteer labor and by employees funded by a MCH block grant, which permits the Department to expend funds on miscellaneous MCH projects.

2. The application deadline for this augmentation grant was June 14, 1991. Ms. Smyly reports that DPH has already applied for the proposed grant. Therefore, the legislation

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

should be amended to give the Department retroactive approval to apply for these funds.

3. According to Ms. Smyly, the DPH has already been awarded the \$175,000 augmentation. A proposed resolution to authorize the DPH to accept and expend funds has been written. Ms. JoAnn Dann of the the Department of Public Health reports that the Health Commission approved the Family Health Bureau's request to accept and expend this grant on July 2, 1991. Therefore, the Budget Analyst recommends that the resolution be amended to give the Department permission to apply for, accept and expend the augmentation.

4. The DPH advises that in the event this grant is terminated, the grant positions would also be terminated unless alternative grant funding could be identified. The proposed grant includes 1.25 FTEs for the DPH.

5. Indirect costs are not allowed by the grantor. As such, no funds will accrue to the General Fund for indirect costs associated with this grant.

6. The Department reports that it has not received Electronic Information Processing Steering Committee (EIPSC) approval for the proposed computer equipment purchase. Therefore, the Budget Analyst recommends that the \$10,000 budgeted for computer equipment be reserved pending EISPC approval.

7. Attached is the Health Commission's "Summary of Grant Request," as prepared by the DPH for the proposed grant funds.

**Recommendation:** Amend the proposed resolution to give the DPH retroactive approval to apply for the augmentation. Amend the proposed resolution to authorize the Department to apply for, accept and expend the augmentation. Reserve \$10,000 for computer equipment pending EIPSC approval. Approve the proposed resolution as amended.



CDPH FAMILY HEALTH

TO: 415 252 0461

JUN 26, 1991

Health Commission - Summary of Grant Request

Rev. 4/10/90

Donor State DHS, MCH Branch  
Contact Person Doris Barrows  
Address 714 P Street, Room 740  
Sacramento, CA 94234-7320

Division CPHS  
Section Family Health Bureau  
Contact Person Virginia Smyly  
Telephone 554-2575

Amount Requested \$ 175,000  
Term: From 06/01/91 To 06/30/93

Application Deadline June 14, 1991  
Notification Expected See attached letter

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to <sup>accept and expend</sup> (apply for) (accept and expend) a (new) (configuration) (allocation) (augmentation to a) grant in the amount of \$ 175,000 from the period of 06/01/91 to 06/30/93 to provide services to improve Black infant health and to conduct infant fetal death review.  
(Circle appropriate words)

II. Summary: (Concise summary; brief statement; number of people served; services and providers)

The State DHS has identified Black infant health as a priority issue for 14 counties; SF is one identified with a high rate of infant mortality and low birthweight for Blacks. The project will target high-risk areas with intensive case finding, community and hospital/clinic-based case management and services. A community forum will be organized to plan and conduct community awareness and coalition-building for improved Black infant health. (continued)

III. Outcomes/Objectives:

Approximately 200 additional Black women and infants will receive support, education and referral services in the community. All fetal-infant deaths will be reviewed and studied for possible action/recommendations.

IV. Effects of Reduction or Termination of These Funds:

It is likely that the health of Black infants and their families will continue to be poor or worsen if no services and actions are taken to educate, support and connect them to already available health and social services. Without this study, preventable

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	n/a	214,284	389,284	175,000		
Personnel		76,085	165,674	89,589		
Equipment		9,417	10,000	10,000		
Contract Svc.		110,000	177,556	67,556		
Mat. & Supp.		14,482	19,937	5,455		
Facilities/Space		-0-	-0-	-0-		
Other		4,300	6,700	2,400		
Indirect Costs		-0-	-0-*	-0-		

VI. Data Processing: \* Indirect costs not permitted on this grant application per application instructions

(costs included above)

	n/a	-0-	-0-	-0-		
--	-----	-----	-----	-----	--	--

VII. Personnel

FT CSC	n/a	.5	.5	0		
PT CSC		.5	5.5	.5		
Contractual		2.0	2.5	.5		

source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Grant funding

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid

Sole Source

(If sole source, attach Request for Information Form)





Item 1b - File 146-91-46

**Department:** Department of Public Health (DPH)  
Community Public Health Services  
Communicable Disease, Sexually Transmitted Disease (STD)  
Control

**Item:** Resolution authorizing DPH to apply for, accept and expend a continuation of a Federal grant, which includes indirect costs in the amount of \$32,731 based on 20% personnel costs, to implement and evaluate a program to increase condom use among high-risk populations and establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$342,861

**Grant Period:** September 28, 1991 through September 27, 1992

**Source of Funds:** Centers for Disease Control

**Project:** Implementation and evaluation of an intervention to increase condom use among high risk populations.

**Description:** The proposed grant would fund the third year of a three-year project. The focus of the project is to implement and evaluate an intervention program to increase condom use among high risk populations. The objective of the program is to increase condom use and decrease the prevalence of sexually transmitted diseases (STDs) by 100 percent among those receiving intervention. The proposed Federal grant would be used to design this program and to allow the Department of Public Health (DPH) to fund a sole-source contract with the University of California, San Francisco (UCSF) to consult with the design, implementation and evaluation of the project.

**No. of Persons Served:** 150 Research Subjects  
Potential to serve over 20,000 high risk San Francisco residents per year

**Program Budget:    STD Service and Outreach at the Community Level**

Personnel	<u>FTE</u>		
Disease Control	2.00	\$74,650	
Investigators			
Health Workers	2.00	59,712	
Sr. Clerk Typist	<u>1.00</u>	<u>29,291</u>	
Subtotal Personnel		\$163,653	
Fringe Benefits		<u>44,186</u>	
Total Personnel	5.0		\$207,839
Equipment (2 locking file cabinets)			1,200
Contract Services			
UCSF			
Salaries		\$40,027	
Travel		1,250	
Overhead (15%)		<u>6,192</u>	
Total Contract Services			\$47,469
Materials and Supplies			
Laboratory Supplies		6,500	
Office Supplies		2,000	
Computer Supplies		2,000	
Educational Supplies		<u>3,200</u>	
Total Materials and Supplies			13,700
Other			
Travel		6,792	
Xeroxing		1,250	
Postage		480	
Telephone		900	
Rental Space		7,000	
Mainframe Computer Time		1,000	
Incentives to Participants		22,500	
300 x \$20 initial visit	\$6,000		
300 x \$25 follow up #1	\$7,500		
300 x \$30 follow up #2	<u>\$9,000</u>		
Total Other			39,922
Indirect Costs			<u>32,731</u>
Total Budget			\$342,861

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Required Match:** None

**Indirect Costs:** \$32,731, or 20% of the \$163,653 salary costs.

- Comments:**
1. Personnel costs are based on the FY 1990-91 salary scale.
  2. In addition to the personnel funded by the grant and the budgeted Indirect Costs, Dr. Gail Bolan, Director of the STD Control Program, would spend two percent of her time working on this proposed project as Principal Investigator at an estimated cost to the City of \$2,134, including fringe benefits and indirect costs. The source of funds for these additional personnel services is the General Fund.
  3. According to Dr. Bolan, the contract with UCSF would be awarded on a sole-source basis due to the unique nature of the services and the need for continuity in all phases of the project. The two UCSF consultants, a Behavioral Psychologist and a national expert on dynamics between couples, have been involved in the project since its inception. UCSF was the contractor during the first and second years of the project.
  4. If this research is successful, it will benefit over 20,000 San Francisco residents per year who visit the STD clinic at the Department of Public Health, Ms. Bolan reports.
  5. According to Ms. Wendy Wolf of the DPH, the \$2,000 budgeted for Computer Supplies does not include software or equipment subject to EIPSC approval.
  6. The grant request of \$342,861 for this year represents an increase of \$64,504 over last year's grant of \$278,357. Ms. Wolf reports that there are several reasons for this, as follows: (1) participant fees would rise from \$8,000 to \$22,500, for a \$14,500 increase, because the number of interviews would increase significantly in the final year of research; (2) personnel costs have risen approximately \$33,000 due to the altering of positions (last year's grant included one epidemiologist, while this year's grant includes no epidemiologist but two public health workers); (3) contract services rose approximately \$9,000 because of pay increases to UCSF employees; (4) indirect costs would rise approximately \$6,000 due to increased personnel costs; and (5) miscellaneous other costs rose slightly for a total of approximately \$2,000.
  7. The Department of Public Health advises that if grant funding is terminated or reduced, project staff would be

terminated or reduced accordingly. The proposed grant funds would provide 5.0 FTEs to the Department.

8. Ms. Wolf reports that the DPH submitted its request for permission to apply for this grant in early May, 1991. The application deadline is June 15, 1991. Therefore, the proposed resolution should be amended to authorize the DPH to apply for the proposed grant retroactively.

9. Ms. Wolf reports that the Centers for Disease Control has assured the DPH that this grant will be funded at the requested level, since it is the third year of a three-year program.

10. Attached is the "Summary of Grant Request" as prepared by the Department of Public Health.

**Recommendation:** Amend the proposed resolution to allow the DPH to apply for the grant retroactively. Approve the proposed resolution as amended.

# Health Commission - Summary of Grant Request

Attachment

Rev. 4/10/90

Grantor Centers for Disease Control  
 Contact Person Linda Long  
 Address 255 East Paces Ferry Rd.  
Atlanta, Ga. 30305  
 Amount Requested \$ 342,861  
 Term: From 9/28/91 To 9/27/92  
 Health Commission \_\_\_\_\_

Division Community Public Health Service  
 Section Communicable Disease/STD Control  
 Contact Person Gail Bolan, M.D.  
 Telephone 864-8100  
 Application Deadline 6/15/91  
 Notification Expected 8/15/91  
 Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

## I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (extension) grant in the amount of \$ 342,861 from the period of 9/28/91 to 9/27/92 for implementation and evaluation of an intervention to increase condom use.

## II. Summary:

(Concise/briefly, need addressed; number + groups served; services and providers)

This is the 3rd year of a 3 year grant. Year 1 focused on gathering information on condom use among high risk clients in an STD clinic. Year 2 focused on designing an intervention to increase condom use among this population. Year 3 will focus on implementing and evaluating the evaluation

## III. Outcomes/Objectives:

- to implement and evaluate an intervention to increase condom use among high risk populations
- to increase condom use by 100% among those receiving the intervention
- to decrease the prevalence of STDs by 100% among those receiving the intervention

## V. Effects of Reduction or Termination of These Funds:

San Francisco has some of the highest STD rates in the nation. Condom use is a very good way to decrease transmission of STDs and AIDS. If funding is not received, we will not be able to implement and evaluate an intervention to increase condom use, thus putting more San Francisco residents at greater risk of exposure to STDs and AIDS.

## Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	292,786	278,357	342,861			
Personnel	171,758	170,094	207,839	+64,504		
Equipment	5,600	1,500	1,200	+37,745		
Contract Svc.	32,818	38,491	47,469	- 300		
Mat. & Supp.	34,480	10,750	13,700	+ 8,978		
Facilities/Space	0	0	0	+ 2,950		
Other	21,502	30,736	39,922	0		
Direct Costs *	26,628	26,786	32,731	+ 9,186		
				+ 5,945		

\*20% of personnel salaries, excluding fringes

## Data Processing

(costs included above)

## Personnel

CSC	4.0	4.0	5.0	+ 1.0		
CSC	0	0	0	0		
Contractual	.50	.51	.51	0		

Cost(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
 No

Contractual Services: Open Bid \_\_\_\_\_

Sole Source X

(If sole source, attach Request for Exception Form)





Item 1c - File 146-91-47

**Department:** Department of Public Health (DPH)  
Community Public Health Services  
Communicable Disease, STD Control

**Item:** Resolution authorizing DPH to apply for, accept and expend the continuation of a Federal grant, which includes indirect costs in the amount of \$24,682 based on 20 percent of personnel costs, for alternative sexually transmitted disease services, and to establish and finance Civil Service positions.

**Grant Amount:** \$382,598

**Grant Period:** September 28, 1991 through September 27, 1992

**Source of Funds:** Centers for Disease Control

**Project:** To provide alternative sexually transmitted disease (STD) services and outreach at the community level

**Description:** The proposed grant would fund the second year of a three year program designed to develop an innovative, community-based model coordinating STD outreach activities with health care for persons residing in neighborhoods with very high rates of STDs. The success of this service delivery model is empirically examined and compared to a more traditional, centralized, individual patient-based delivery system.

San Francisco is particularly suitable for this study because a similar community-based family-planning service delivery model has already been successfully established in the proposed intervention neighborhoods. In addition, no funds would be needed to set up medical examination sites because this has already been done by the existing project.

Like the previous year, the proposed grant would fund (through a contract) three Community Health Outreach Workers who would conduct neighborhood street-based outreach for persons at risk for STDs, including HIV, and in need of family planning or perinatal services. The workers would recruit individuals to seek health care at the alternative community-based STD clinics, facilitate attendance at the sites, and provide on-going follow-up and health education. The proposed grant would also fund a Physician's Assistant and an Assistant Health Educator to coordinate and supervise the Community Health Outreach Workers, a Disease Control Investigator, and a part-time Epidemiologist.

The goal of the project is to identify and reduce the amount of STDs through the development and implementation of an alternative health care delivery service model.

No. of Persons Served: 5,000 per year

**Program Budget: STD Service and Outreach at the Community Level**

Personnel	<u>FTE</u>		
Physician Asst.	1.00	\$48,828	
Health Educator	.50	23,510	
Disease Control	1.00	27,119	
Investigator			
Epidemiologist	<u>.50</u>	<u>23,952</u>	
Subtotal Personnel		\$123,409	
Fringe Benefits		<u>33,320</u>	
Total Personnel	3.0		\$156,729
Contract Services			
Community Health Outreach		75,000	
Workers (CHOWs) (3 @ \$25,000)			
Data Collector/Clerk		20,000	
Fringe Benefits		19,000	
Fast passes for 3 CHOWs for 12 mos.		1,080	
Incidentals		900	
Rental Space		7,200	
Telephone		1,200	
Indirect Contractual Costs		<u>18,522</u>	
(15% of total contractual costs)			
Total Contract Services			142,902
Materials and Supplies			
Laboratory Tests		22,500	
2,500 each Gonorrhea Culture,			
Chlamydia, Syphilis			
Lab Forms		3,000	
Office Supplies		2,000	
Clinical Supplies		6,250	
Computer Supplies		2,000	
Educational Supplies			
Condoms	\$7,500		
(5,000 packets)			
Dildos (6 @ \$20)	120		
Clinic brochures			
(5,000 @ \$.50)	2,500		
Outreach brochures			
(5,000 @ \$.50)	2,500		
Posters (1,000 @ \$3)	3,000		

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Referral Card	<u>1,250</u>	
(5,000 packets)		
Total Educational Supplies	<u>\$16,870</u>	
Total Materials and Supplies		\$52,620
Other		
Xeroxing	\$500	
Postage	500	
Printing	2,000	
Travel	<u>2,665</u>	
Total Other		5,665
Indirect Costs		<u>24,682</u>
(20% of personnel excluding fringe)		
Total Budget		\$382,598

**Required Match:** None

**Indirect Costs:** \$24,682, or 20% of the \$123,409 salary costs.

**Comments:**

1. Personnel costs are based on the FY 1990-91 salary scale.
2. In addition to the personnel funded by the grant and the budgeted Indirect Costs, three City employees would spend a portion of their time working on this proposed STD control project. These include:

<u>Position</u>	<u>FTE</u>	<u>Cost</u>
Principal Investigator	.10	\$8,890
Co-investigator	.05	4,445
Co-investigator	.05	<u>5,823</u>
Total		\$19,158

Funds for these three additional City employees would be provided by the General Fund.

3. Last year, the program was funded for nine months for a total grant of \$185,230, or approximately \$20,581 per month. This year's request is for twelve months, at approximately \$31,883 per month. This request represents an approximate 55 percent increase in monthly expenditures. Ms. Wendy Wolf of the Department of Public Health reports that two-thirds of the Disease Control Investigator position was funded by the City last year. This year, the Centers for Disease Control is being requested to fully fund that position.

4. According to Ms. Wolf, the \$2,000 budgeted for Computer Supplies does not include software or equipment subject to EIPSC approval.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

5. Ms. Wolf reports that the DPH submitted its request for permission to apply for this grant in early May, 1991. The application deadline is June 15, 1991. Therefore, the proposed resolution should be amended to authorize the DPH to apply for the proposed grant retroactively.

6. According to Ms. Wolf, the Centers for Disease Control has assured the DPH that this grant will be funded at the requested level, since it is the second year of a three-year program.

7. The Department of Public Health advises that if grant funding is terminated or reduced, project staff would be terminated or reduced accordingly. The proposed grant funds would provide 3.0 full-time equivalent staff to the Department.

8. Attached is the "Summary of Grant Request" as prepared by the Department of Public Health.

**Recommendation:** Approve the proposed resolution.

# Health Commission - Summary of Grant Request

Rev. 4/10/90

**Grantee:** Cancer for Disease Control  
**Contact Person:** Linda Long  
**Address:** 255 East Paces Ferry Road  
Atlanta, Ga. 30305  
**Amount Requested:** \$ 382,598  
**Term:** From 9/28/91 To 9/27/91  
**Health Commission:** \_\_\_\_\_

**Division:** Community Public Health Service  
**Section:** Communicable Disease-STD Control  
**Contact Person:** Gail Bolan, M.D.  
**Telephone:** 864-8100  
**Application Deadline:** 6/15/91  
**Notification Expected:** 8/15/91  
**Board of Supervisors:** Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (renewal) grant in the amount of \$ 382,598 from the period of 9/28/91 to 9/27/92 to provide alternative STD services and outreach at the community level.  
 (Circle appropriate words)

**II. Summary:** (Context/history; need addressed; number + groups served; services and providers)  
This is the 2nd year of a 3 year grant. The first year focused on hiring staff, negotiating contracts and beginning to provide STD clinical services and outreach at the community level. Year 2 will focus on continuing to provide community-based STD clinical services and outreach as well as evaluating the use of alternative providers compared to the City Clinic and San Francisco General Emergency Room.

**III. Outcomes/Objectives:**  
 - Develop, implement and evaluate innovative and alternative approaches to STD care.  
 - Increase access to care and increase the number of sites in high STD incidence areas providing STD clinical care.

**IV. Effects of Reduction or Termination of These Funds:**  
San Francisco has some of the highest STD rates in the nation. Many high risk clients are underserved because access to care in their neighborhoods is poor and many are unaware of our services. These funds would improve both access and service delivery and improve our outreach efforts in high risk communities.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$185,230	\$382,598	+\$197,368		
Personnel		63,334	156,729	+ 93,395		
Equipment		0	0	0		
Contract Svc.		83,537	142,902	+ 59,365		
Mat. & Supp.		22,720	52,620	+ 29,900		
Facilities/Space		0	0	0		
Other		5,665	5,665	0		
Indirect Costs *		9,974	24,682	+ 14,708		

\*20% of personnel salaries excluding fringes

## VI. Data Processing

(costs included above)

## VII. Personnel

F/T CSC		1.50	2.50	+ 1.00	
P/T CSC		0	.50	+ .50	
Contractual		4.0	4.0	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

**VIII. Contractual Services:** Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Estimate Form)



Item 1d - File 146-91-48

**Department:** Department of Public Health (DPH)  
Family Health Bureau  
Dental Bureau

**Item:** Resolution authorizing DPH to apply for, accept and expend a continuation of a State grant for \$12,708 which includes \$635 in indirect costs based on five percent of the total award for dental health education in San Francisco elementary schools and establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$12,708

**Grant Period:** July 1, 1991 to June 30, 1992

**Source of Funds:** State Department of Health Services, Dental Health Section for Preventive Dental Services to Children

**Project:** Dental Disease Prevention Program

**Description:** The proposed grant would fund the sixth year of an on-going school-based Dental Disease Prevention program to 2,824 San Francisco school children. The services would include daily supervised flossing and brushing, weekly topical application of fluoride, education, monitoring and technical assistance. The grant would fund one part-time Classroom Educator.

**No. of Persons Served:** 2,824

<b>Program Budget:</b>	Personnel	<u>FTE</u>		
	Classroom Educator	<u>.40</u>	\$8,960	
	Fringe Benefits		<u>1,792</u>	
	Total Personnel	.40		\$10,752
	Materials and Supplies			921
	Other (Travel)			400
	Indirect Costs			<u>635</u>
	Total Budget			\$12,708

**Required Match:** None

**Indirect Costs:** \$635, or five percent of the total award from the State Department of Health Services.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Ms. Samantha Stephen of the Department of Public Health reports that because the total grant for this project is small, for the past two years, only two percent of the total grant has gone toward indirect costs. The Dental Bureau reached an agreement with the DPH's grants division for FY 1991-92 whereby five percent of the total award would go toward indirect costs.
2. The increase from \$8,325 in fiscal year 1990-91 to \$12,708 in the proposed 1991-92 grant request, for a total increase of \$4,383, would increase the Classroom Educator from .25 FTE to .40 FTE.
3. Personnel costs as reflected in the Program Budget above include salary standardization. Ms. Stephen reports that because salary standardization has not been approved for FY 1991-92, the additional funds will go toward fringe benefits for the Classroom Educator. Fringe benefits for the Classroom Educator were calculated at 20 percent on the assumption that the educator would not be classified as a permanent employee. However, Ms. Stephen reports, the position has been classified as a permanent employee for FY 1991-92, and as a result, the fringe benefit cost will be higher than budgeted.
4. According to Ms. Stephen, DPH has been recommended for this grant, but should the State Department of Health Services budget be reduced, the recommended award will have to be reconsidered. The DPH does not expect State budget cuts to affect this request.
5. Ms. Stephen also reports that in addition to the personnel funded by the grant, she spends approximately 20 percent of her time coordinating and administering the Dental Disease Prevention Program. The Budget Analyst calculates this cost at approximately \$10,390, including fringe benefits. These funds would be provided from the General Fund.
6. Ms. Stephen advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. The proposed grant funds would provide an additional .4 staff to the Department.
7. The application deadline for this grant was May 15, 1991. Therefore, the proposed resolution should be amended to authorize the Department to apply for the grant retroactively. Although the grant period begins July 1, 1991, Ms. Stephen reports that she will not accept and expend grant money until

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



the State budget process is complete and the DPH receives final approval from the State.

8. Attached is the "Summary of Grant Request" as prepared by the Department of Public Health.

**Recommendation:** Amend the proposed resolution to authorize the Department to apply retroactively. Approve the proposed resolution as amended.

# Health Commission - Summary of Grant Request

Rev. 4/10/90

State Dept. of Health Services  
 Contact Person Bob Isman, DDS  
 Address P.O. Box 942732  
Sacramento, CA 94234-7320

Division Family Health Bureau  
 Section Dental Bureau  
 Contact Person Samantha Stephen  
 Telephone (415) 468-3175 or 554-2560

Amount Requested \$ 12,708  
 Term: From 07/01/91 To 06/30/92  
 Health Commission N/A Board of Supervisors: Finance Committee Full Board

Application Deadline 5/15/91  
 Notification Expected 05/91

I. Item Description: Request to (apply for) (accept and expend) a ~~(XXX)~~ (continuation) ~~(XXXXXXXXXXXXXXXXXXXX)~~  
 grant in the amount of \$ 12,708 from the period of 07/01/91 to 06/30/92  
 to provide dental health education to 2824 children in elementary school services.

II. Summary: (Content/History; need addressed; number & groups served; services and providers)

This is a continuation grant in its sixth year. This dental disease prevention program teaches elementary school children in targeted schools about dental health concepts. Children brush and floss daily in school and receive a dental screening. Providers are civil service employees in the dental bureau within Family Health Bureau.

## III. Outcomes/Objectives:

1). Educate children about dental preventive practices. 2). Access children to needed dental services. 3). Prevent gum disease and dental decay.

## IV. Effects of Reduction or Termination of These Funds:

Children will receive no oral health education. This program could not continue in its present form if grant money was discontinued.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	6075	8325	12,708	4383		
Personnel	5353	7594	10,752	1366		
Equipment	0	0	0	0		
Contract Svc.	0	0	0	0		
Mat. & Supp.	0	0	921	1108		
Facilities/Space	0	0	0	0		
Other Travel	600	200	400	200		
Indirect Costs	122	167	635	281		
	(2% 6075)	(2% 8325)	(5% total)			

## VI. Data Processing

(rows included above)

## VII. Personnel

	0	0	0
F/T CSC	30% -1	30% -1	40% -1
P/T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 None

Will grant funded employees be retained after this grant terminates? If so, How?  
 No

\*VIII. Contractual Services: Open Bid N/A Sole Source  (if sole source, attach Request for Exemption Form)



Item 1e - File 146-91-49

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health AIDS Office, to apply for, accept and expend a supplemental grant which includes indirect costs of \$60,226 based on 20 percent of personnel costs, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$598,442

**Grant Period:** Approximately August 1, 1991 through March 31, 1992

**Source of Funds:** Department of Health and Human Services  
Centers for Disease Control

**Project:** AIDS Prevention Project/Early Intervention Networking Pilot Project.

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend the AIDS/HIV Prevention Project grant (File 146-90-111) in the amount of \$4,689,717 and an AIDS/HIV Prevention Project supplemental grant (File 146-91-34) in the amount of \$936,113 for a total of \$5,625,830. The proposed augmentation funds would be used for continuing to support a variety of AIDS prevention programs. Specifically, the proposed augmentation would be used to implement an Early Intervention Networking Pilot Project in anticipation of 1992 Comprehensive AIDS Resources Emergency (CARE) Title III funding.

CARE Title III funding would be used to provide centralized HIV/AIDS early intervention services at the Early Intervention Resource Center (E.I.R.C.). The Center would be designed to increase the accessibility of services to underserved HIV positive individuals, especially communities of color, youth, intravenous drug users and women. Initially, the Center would provide education, psychological and information services targeted to HIV positive individuals. The clinical staging component of the Center is currently under development, and is expected to offer medical and laboratory screening appropriate for the early stages of HIV infection. The Pilot Project would be completed in order to determine the types and level of services that would be provided at the Early Intervention Resource Center (E.I.R.C.). The Pilot Project would be completed in five phases:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

1. Identify Existing Networks
2. Comprehensive Assessment (barriers and access to care)
3. Model Development (based upon findings in phase 2)
4. Promotion of Public Awareness
5. Evaluation Plan

**Project Budget:**

	1991 Current Budget	Augmentation Budget	Total Budget
<u>Personnel</u> (includes 45.25 FTEs for the Current Budget and 8.25 FTEs for Augmentation Budget)	\$1,638,901	\$263,551	\$1,902,452
Fringe Benefits	426,115	68,523	494,638
Equipment	9,375	17,980	27,355
Contractual Services	2,948,638	0	2,948,638
Materials & Supplies	83,265	12,500	95,765
Rent	103,642	41,464	145,106
Other	140,494	134,198	274,692
Indirect Costs	<u>275,400</u>	<u>60,226</u>	<u>335,626</u>
Total	\$5,625,830	\$598,442	\$6,224,272

**Required Match:** None.

**Indirect Costs:** \$60,226 or approximately 20% of personnel costs.

**Comments:** 1. Mr. Piland reports that the augmentation grant which the DPH has already received in the amount of \$936,113 provides funding for the DPH to maintain existing AIDS/HIV Prevention programs including partner notification and referral services, but the proposed augmentation would be used specifically for a Pilot Project to determine the level of early intervention services necessary for individuals who are in the early stage of HIV infection.

2. The \$263,551 budgeted for personnel would fund personnel for the eight-month grant period. Mr. Piland reports that these 8.25 FTE positions are new positions within the DPH. These positions include the following:

	<u>FTE</u>	
Senior Program Analyst	1.00	\$ 30,888
Senior Health Program Planner	1.00	32,920
Health Program Coordinator III	1.00	31,808
Health Educator	.50	31,200
Senior Clerk Typist	.75	22,881
Physician Specialist	.50	26,050
Epidemiologist	.50	17,286

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

	<u>FTE</u>	
Senior Disease Control Investigator	.50	\$ 13,129
Disease Control Investigators	2.00	48,851
Data Entry Operator	<u>.50</u>	<u>8,538</u>
Total Personnel	8.25	\$263,551

Mr. Piland reports that if the proposed grant funds are reduced or terminated then the grant-funded positions would be similarly reduced or terminated.

3. The \$17,980 budgeted for equipment includes the following:

File Cabinets	\$ 3,900
Desks and Chairs	6,600
Display racks	3,000
2 Compaq Deskpro micro-computers	4,000
2 Epson dot-matrix printers	<u>480</u>
Total Equipment	\$17,980

Mr. Piland reports that the DPH has not yet received Electronic Information Processing Steering Committee (EIPSC) approval for the micro-computers and printers. Therefore, the Budget Analyst recommends that the \$4,480 budgeted for the purchase of the micro-computers and the printers be placed on reserve pending EIPSC approval.

4. The \$12,500 budgeted for materials and supplies includes routine office supplies, such as pens, copy and computer paper, writing tablets, pencils, folders, desk supplies. Educational materials such as condoms, posters and brochures would also be purchased.

5. The \$41,464 budgeted for rent would be used for the eight month grant period to support a site for the Pilot Project staff that is within close proximity to most of the participating programs and/or the Early Intervention Resource Center. \$16,464 of the \$41,464 budgeted for rent would supplement a portion of the rent at the DPH's AIDS Office at 25 Van Ness Avenue, and \$25,000 would be used for an additional office. However, Mr. Piland reports that the DPH has not yet identified where the additional office would be located. Therefore, the Budget Analyst recommends that the \$25,000 budgeted for rent be reserved pending the selection of an additional office location.

6. The \$134,198 budgeted for "Other" includes the following:

Telephones (Includes installation and monthly local and long distance charges)	\$ 18,000
Promotions/Advertising	75,000
Reproduction	26,300
Postage	5,545
Printing, Slide production, Poster and Banner materials	400
Participant Fees	3,750
Travel	<u>5,203</u>
Total "Other"	\$134,198

The \$75,000 budgeted for Promotions/Advertising would be used for the promotion of advertising programs, community meetings, forums and workshops, and information resources including network and cable television ads, radio ads, billboards and newspaper ads that would increase awareness of early intervention services. The \$26,300 budgeted for Reproduction would include routine and specialized photocopying of informational materials and for the purchase and maintenance of a leased copy machine and printing services. Mr. Piland reports that currently the DPH AIDS Office has two copy machines for an 85 person staff. The \$3,750 budgeted for participant fees would be paid to individuals (\$5 visit) who participate in interviews for the Pilot Project in order to assess the level of necessary early intervention services. The \$5,203 budgeted for Travel would be used for trips between the DPH and the Early Intervention Resource Center, parking, mileage, and auto usage costs for staff conducting the Pilot Project, and \$1,000 of the \$5,203 budgeted for Travel would be used for the presentation of research data at other Health Departments and conferences. The DPH has not yet determined the Health Departments or conferences at which the research data would be presented.

7. Attached is the "Summary of Grant Request" as prepared by the DPH.

- Recommendations:**
1. Reserve the \$4,480 budgeted for the micro-computers and printers.
  2. Reserve the \$25,000 budgeted for rent pending the selection of additional office location.
  3. Approve the proposed resolution as amended.

Dept of Health and Human Services  
 Grantor Centers for Disease Control  
 Contact Person Lin Dixon/Jack Stubbs  
 Address CDC: 1600 Clifton Road, NE  
Atlanta, GA 30333

Division CO/AIDS Div  
 Section AIDS Office  
 Contact Person Tim Piland  
 Telephone 55-9132  
 Application Deadline 4-29-91  
 Notification Expected 6-1-91

Amount Requested \$ 598,442  
 Term: From 1-1-91 To 12-31-91\*  
 Health Commission 5-21-91 Board of Supervisors: Finance Committee                     

Full Board                     

\*Term of original award.

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 grant in the amount of \$ 598,442 from the period of 1-1-91 to 12-31-91  
 to provide AIDS Prevention/Early Intervention Network Pilot services.

II. Summary: (Concise summary; need address; number + groups served; services and providers)

These supplemental funds will be used to implement an Early Intervention Networking  
Pilot Project in anticipation of 1992 Comprehensive AIDS Resources Emergency (CARE)  
Title III funding; please see attachment for brief description of services.

III. Outcomes/Objectives:

To establish an Early Intervention Resource Center to increase the accessibility of  
HIV health care services to underserved HIV-positive individuals, especially communi  
of color, youth, intravenous drug users, and women; please see attachment.

IV. Effects of Reduction or Termination of These Funds:

Failure to utilize this funding would jeopardize our ability to provide early interv  
health care services to HIV-positive individuals in San Francisco.

V. Financial Information:

	1991 Orig. Col. A	Original + Supp #1 Col. B	Original + Supp #1&#2 Col. C	Supp #2 Col. D	Req. Match	Approved by
			Proposed	Change		
Grant Amount	4,689,717	5,625,830	6,224,272	598,442	none	
Personnel	1,734,516	2,065,016	2,397,090	332,074		
Equipment	6,250	9,375	27,355	17,980		
Contract Svc.	2,477,156	2,948,638	2,948,638	0		
Mat. & Supp.	54,065	83,265	95,765	12,500		
Facilities/Space	64,795	114,288	155,752	41,464		
Other	77,535	129,848	264,046	134,198		
Indirect Costs	275,400	275,400	335,626	60,226		

VI. Data Processing

(costs included above)

11,480 4,480

VII. Personnel

	37.95	45.25	53.5	8.25
F/T CSC				
P/T CSC				
Contractual	40	53	53	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid none Sole Source none (if sole source, attach Request for Proposals Form)







Item 1f - File 146-91-50

**Department:** Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensic Services

**Item:** Resolution authorizing the DPH to apply for a continuation State grant, which includes indirect costs in the amount of \$12,528 based on five percent of personnel costs for consultation, education and information services as addendum to the San Francisco Short-Doyle Plan for mental health services in Fiscal Year 1991-92, Part A and authorizing the expenditure of grant funds to finance Civil Service positions for the provision of these services.

**Amount:** \$283,000

**Source of Grant:** State Department of Mental Health Services

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Mental Health Consultation and Education Services

**Project**

**Description:** The proposed State grant funds are used to fund the Consultation, Education and Information (C.E.&I.) Services Unit for DPH. The C.E.&I. Unit provides outreach and education services to residents of San Francisco. These services include mental health support groups, suicide intervention training, parent skills training and consultation and training for community-based service providers. The goals of the C.E.&I. Unit, as provided by DPH, are as follows:

- To assist community care-givers to recognize symptoms of severe mental disorder, make more effective use of mental health resources, and become more skillful in promoting the self-help techniques of the people they serve.
- To assist community residents to understand and utilize appropriate mental health resources.
- To strengthen the support systems and coping skills of people who live under stressful conditions such as families of the severely mentally ill, refugees, newly arrived immigrants, the homeless and single parents.
- To decrease the risk of serious mental health illness and associated physical disabilities among specific populations who are at risk.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**No. of Persons to  
be Served:**

- Support group training - minimum of 20 persons
- Parent skills training - minimum of 100 persons
- Community based service provider training - minimum of 155 service providers
- Suicide intervention training - minimum of 100 persons

**Project Budget:**

<u>Personnel</u>		
Salaries (5.6 FTE)	\$200,449	
Fringe Benefits	<u>50,112</u>	
Subtotal		\$250,561
<u>Operating Expenses</u>		
Rent	\$10,000	
Travel	1,344	
Equipment Maintenance	800	
Equipment Rental	1,900	
Materials and Supplies	1,789	
Books and Publications	1,000	
Printing	<u>3,078</u>	
Subtotal		19,911
<u>Indirect Costs</u>	<u>\$12,528</u>	<u>12,528</u>
Total		\$283,000

**Indirect Costs:** \$12,528, or five percent of total personnel costs.

**Local Match:** None

**Comments:**

1. The DPH reports that the Department has already submitted the grant application for the proposed funds. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the State grant funds retroactively.
2. The proposed grant amount of \$283,000, is the same amount as the grant allocation for 1990-91.
3. The DPH reports that should the grant funds be reduced or terminated, the Department would seek private foundation funding to support the positions or, if available, would transfer grant personnel into vacant departmental positions.
4. The DPH reports that reference to the State grant as an addendum to the San Francisco Short-Doyle Plan for mental health services in Fiscal Year 1991-92, Part A was erroneously included in the proposed legislation and should

therefore be deleted. Ms. Sherry Barto of the DPH reports that in prior years the proposed grant was incorporated in Part A of the Short-Doyle Plan. However, Ms. Barto advises that the Department has not, as yet, drafted Part A of the Short-Doyle for 1991-92 because the State has not sent the necessary instructions for the Plan. As of the writing of this report, Ms. Barto was uncertain as to when the Department would receive instructions for Part A of the Plan.

5. Attached is the "Summary of Grant Request", as prepared by DPH, for the proposed grant funds.

- Recommendations:**
1. Amend the proposed legislation (1) to authorize the DPH to apply for the State grant funds retroactively and (2) delete reference to the State grant as an addendum to the Short-Doyle Plan for mental health services for 1991-92.
  2. Approve the proposed legislation as amended.

Grantor: State Dept. of Mental Health

Div. of Mental Health, Substance

Contact Person Robert S. CacicDivision Abuse and ForensicAddress 1600 9th St.Section Consultation, Education & InformatSacramento, CA 95814Contact Person Bertie Mo, Ph.D., MPHTelephone (415) 255-3661Amount Requested \$ 283,000Application Deadline June 30, 1991Term: From 7/1/91 To 6/30/92Notification Expected September 30, 1991

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to 2) grant in the amount of \$ 283,000 from the period of 7/1/91 to 6/30/92 to provide consultation, education & information services.

(Circle appropriate words)

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

Consultation, Education and Information services are provided to the entire population of San Francisco. This is the 11th year of this grant. A team of bilingual, bi-cultural MPH and BA level mental health educators provides these outreach and education services which includes support groups, suicide intervention training and parent skills training. We also consult with DPH staff on workshops and training.

III. Outcomes/Objectives:

The population of San Francisco will be more knowledgeable about mental health and mental illness and be able to access services when necessary.

IV. Effects of Reduction or Termination of These Funds:

Citizens of San Francisco will not have basic information about mental health and mental illness and will not know how and where to access services when necessary.

V. Financial Information:

	FY 89/90 Col. A	FY 90/91 Col. B	FY 91/92 Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	282,295	283,000	283,000	0		
Personnel	208,776	230,957	250,561	19,604		
Equipment	2,900	4,646	0	0		
*Contract Svc.						
Mat. & Supp.	9,000	7,268	1,789	-5,479		
Facilities/Space	10,000	10,000	10,000	0		
Other	39,035	29,329	16,322	-13,007		
Indirect Costs(5%)	10,440	0	12,528	12,528		

VI. Data Processing

(costs included above)

800

800

800

VII. PersonnelF/T CSC 4

5

5

P/T CSC 2

2

2

Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Two 2823 Mental Health Educator funded partially through Prop. 99.

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, via private foundation funding. They may also be dispersed throughout the health department if vacant positions become available.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Estimate Form)

Memo to Finance Committee  
July 10, 1991

Item 1g - File 146-91-51

**Department:** Department of Public Health (DPH)  
Community Mental Health Services (CMHS)  
Substance Abuse and Forensic Services

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State grant.

**Grant Amount:** \$36,911

**Source of Funds:** State Department of Mental Health Services

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Mental Health Primary Intervention in Schools Project

**Project Description:** The Mental Health Primary Intervention in Schools Project (PIP) is a public school-based early detection and mental health intervention program aimed at enhancing self-esteem in children ages kindergarten through third grade. Program objectives concentrate on improving school attendance and academic performance through reducing inordinate shyness, aggressiveness and inattentiveness. The proposed State grant would fund PIP for the Paul Revere Elementary School in Bernal Heights and the Sanchez Elementary School in the Mission/Castro area. DPH has contracted Edgewood Children's Center (ECC), a non-profit agency, to provide many of the PIP counseling services. The San Francisco Unified School District (SFUSD), DPH's CMHS and ECC will provide in-kind matching services for the program, such as administrative assistance and classroom space. FY 1991-1992 will be the final year of this three-year grant.

**No. of Persons to be Served:** Approximately 150 school children.

**Project Budget:**

<u>Contractual Services</u>	
Edgewood Children's Center	
Personnel (2.5 FTE)	\$30,813
Fringe Benefits	3,925
Materials and Supplies	400
Travel	773
Data Collection	<u>1,000</u>
Total Grant	\$36,911



In-kind Match

SFUSD	\$46,462
CMHS	
Psychiatric Social Worker (38 hours)	\$ 1,276
Psychiatric Social Worker (152 hours)	3,648
Administrative Overhead	<u>772</u>
Subtotal	5,696
Edgewood Children's Center	
Psychiatric Social Worker (114 hours)	\$ 2,508
Administrative Overhead	<u>771</u>
Subtotal	<u>3,279</u>
Total In-Kind Match	55,437
Total Project Cost	\$92,348

Indirect Costs: None

Required Match: An amount equal to the grant amount of \$36,911 is required for local match. As noted above, the actual in-kind match to be provided by SFUSD, CMHS and ECC totals \$55,437 and exceeds the required match level by \$18,526. The CMHS in-kind services valued at \$5,696, are included in DPH's FY 1991-92 departmental budget.

Comments:

1. According to Ms. Marjorie Swien of DPH, DPH previously applied for this three-year grant in 1988. Therefore, the proposed resolution only authorizes DPH to accept and expend the grant funds.
2. Ms. Swien reports that CMHS in-kind services would be provided by existing CMHS staff and that no additional costs would be incurred by CMHS as a result of this program.
3. The DPH states that the Edgewood Children's Center will continue as the sole-source contractor because the Center was a co-applicant for the State grant funds. ECC has been providing these services for the past two years since the inception of the program.
4. The total number of clients served through PIP has increased by 87.5 percent since last year. Ms. Swien attributes the increase to expanded services at Sanchez Elementary School. Although the proposed grant of \$36,911 has not increased over the allocation for FY 1990-91, Ms.

BOARD OF SUPERVISORS  
BUDGET ANALYST



Swien believes that the current project budget is sufficient to fulfill the program objectives.

5. Ms. Swien also added that should the grant funds be eliminated, the program would be terminated and the employees reduced accordingly. At this time, neither the SFUSD nor the DPH could fund PIP without grant assistance.

6. The current resolution should be amended to state that the State Department of Mental Health Services does not permit recovery of indirect costs from grant funds. Therefore, since the grantor does not permit indirect costs, the General Fund will receive no money from indirect costs associated with this program

7. Attached is a Summary of Grant Request as prepared by DPH for the State grant funds.

**Recommendation:**

Amend the proposed legislation to include the statement that the California Department of Mental Health Services does not permit grant funds to be used for indirect costs. Approve the legislation as amended.

Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request Rev. 4/10/90

Grantor State Dept. of Mental Health Division Mntl. Hlth. Subs. Abuse, Forensi

Contact Person Deborah Johnson Section Child, Adolescent, Family

Address 1600 Ninth Street Contact Person Marjorie Swien, L.C.S.W.

Sacramento, CA 95814 Telephone 255-3413

Amount Requested \$ 36,911 Application Deadline N/A

Term: From 7/1/91 To 6/30/92 Notification Expected N/A

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$36,911 from the period of 7/1/91 to 6/30/92 to provide mental health primary prevention services.

(Circle appropriate words)

II. Summary: (Concise summary; include address; number of groups served; services and providers)

Primary Intervention in Schools Project is a school-based, early detection and mental health intervention program focused primarily on k-3 students in public schools. The grant would fund this program for the Paul Revere and Sanchez Schools. Services would be provided through a contract with Edgewood Children's center, a non-profit organization, with in-kind services provided by SFUSD and DPH's CMHS. This is the third year of this grant.

III. Outcomes/Objectives:

1. All children enrolled in Paul Revere and Sanchez Schools in grades k-3 will be screened for the program. 2. Approximately 80 children will be seen in once-per-week sessions by counselors for each of two school semesters.

IV. Effects of Reduction or Termination of These Funds:

Two elementary schools would not receive these prevention services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	20,215	36,911	36,911	-0-	✓	
Personnel						
Equipment/In-Svc.	800	630	773	143		
Contract Svc.	18,215	33,781	34,738	947		
Mat. & Supp.	200	700	400	300		
Facilities/Space						
Other Data Coll.	1,000	1,000	1,000	-0-		
Indirect Costs						

VI. Data Processing

(costs included above) N/A N/A N/A \_\_\_\_\_

VII. Personnel

	0	0	0	0	0
F/T CSC	0	0	0	0	0
P/T CSC	0	0	0	0	0
Contractual	1.25	2.50	2.50	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?  
If SFUSD and DMSF have funds, the costs of this program will be picked up by both departments jointly.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

The services will be provided through a CMHS contract with Edgewood Children's Center, which responded to a State RFP and was awarded the grant. CMHS is the administrator per State requirements.

Item 1h - File 146-91-53

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health to accept and expend, as subgrantee, a renewal grant from the San Francisco Community Clinic Consortium and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services.

**Amount:** \$581,424

**Source of Grant:** Federal Public Health Services funds through the San Francisco Community Clinic Consortium

**Grant Period:** May 1, 1991 through April 30, 1992

**Project:** Health Care for the Homeless

**Project Description:** The Board of Supervisors previously approved legislation authorizing the DPH to apply for the proposed Federal grant (File 146-91-9). The proposed grant would fund the City's share of a collaborative effort between the DPH, which is the sub-grantee, and the San Francisco Community Clinic Consortium (SFCCC), prime grantee. DPH is the sub-grantee because SFCCC had a prior arrangement for similar services with the Federal government. The program provides comprehensive primary health care, social services and substance abuse services to homeless persons in San Francisco through a network of eight community-based health clinics, including the City-operated Tom Waddell Clinic.

**No. of Persons to be Served:** Approximately 5,000 unduplicated clients, or 12,000 encounters with clients.

**Project Budget:**

	<u>FTE</u>	<u>Federal Grant</u>	<u>FTE</u>	<u>Required City Match</u>	<u>FTE</u>	<u>Total</u>
<u>Personnel</u>						
Data Entry Operator		\$ 0	1.0	\$24,078	1.0	\$ 24,078
Nurse Practitioner	3.5	185,913	.5	26,559	4.0	212,472
Sr. Med. Social Worker	1.0	49,140		0	1.0	49,140
Med. Social Worker	2.0	73,528		0	2.0	73,528
Med. Records Tech.		0	.5	14,976	.5	14,976
Clinical Psychologist	.2	9,542		0	.2	9,542
Fringe Benefits (@ 29%)		<u>92,255</u>		<u>19,028</u>		<u>111,283</u>
Subtotal		<u>\$410,378</u>		<u>\$84,641</u>		<u>\$495,019</u>
<u>Contract Services</u>						
Bay View Hunters Point						
Foundation						
Team Coordinator	1.0	\$31,247		\$ 0	1.0	\$31,247
Case Mgr./Therapist	2.0	53,434		0	2.0	53,434
Outreach Workers		0	6.0	140,868	6.0	140,868
Psychiatrist	.35	28,794		0	.35	28,794
Fringe Benefits (@ 20%)		22,695		28,174		50,869
Indirect Cost (@ 8%)		<u>10,894</u>		<u>13,523</u>		<u>24,417</u>
Subtotal		<u>\$147,064</u>		<u>\$182,565</u>		<u>\$329,629</u>
California College of						
Podiatric Medicine						
Podiatrist		<u>\$ 0</u>	<u>.2</u>	<u>\$12,000</u>	<u>.2</u>	<u>\$12,000</u>
Subtotal	10.05	<u>\$ 0</u>	8.2	<u>\$12,000</u>	18.25	<u>\$12,000</u>
<u>Operations</u>						
Travel (National Conference)		\$ 650		\$ 0		\$ 650
Supplies		19,832		2,638		22,470
Telephones		2,000		0		2,000
Beepers		1,500		0		1,500
Emergency Food, Clothing						
Transportation		0		20,000		20,000
Data Processing		<u>0</u>		<u>5,000</u>		<u>5,000</u>
Subtotal		<u>\$23,982</u>		<u>\$27,638</u>		<u>\$51,620</u>
Total		<u>\$581,424</u>		<u>\$306,844</u>		<u>\$888,268</u>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Local Match:** \$306,844

**Indirect Costs:** None. The San Francisco Community Clinic Consortium, acting as prime grantee for the grant, has prohibited indirect costs for all subgrantee programs.

**Comments:**

1. As stated in the proposed legislation, this grant does not include indirect costs. Mr. Fred Milligan of the DPH, reports that although the San Francisco Community Clinic Consortium prohibits indirect costs on all subgrantees, the Consortium did not prohibit indirect costs for contractual services because the contract with the Bayview Hunters Point Foundation was an existing contract, which had previously included indirect costs. Mr. Milligan advises that the Consortium did not want to disrupt services by requiring the DPH to initiate a bidding process with a new contractor or by requiring the DPH to renegotiate the contract.
2. Mr. Milligan advises that \$51,140 of the \$306,844 for the City's local match was included in the Department of Public Health's 1990-91 budget. The remaining \$255,704 is included in the Department's 1991-92 budget.
3. As noted above, the proposed grant has a start-up date of May 1, 1991. According to Mr. Milligan the proposed resolution does not have to be amended to authorize the DPH to accept and expend the proposed grant retroactively because the DPH has not yet received the grant funds, but rather would be reimbursed for services provided since May 1, 1991. The Department is currently expending General Fund monies to support these grant funded services. Mr. Milligan advises that the proposed grant funds will reimburse the General Fund entirely for all such expenditures.
4. Mr. John Madden of the Controller's Office reports that his Department is working with the DPH to ensure that the DPH identifies a specific alternate source of funding within their General Fund budget (i.e., salary savings) to bridge the funding gap between the expiration of a prior grant and the formal notice of approval of a new grant.
5. The DPH reports that if grant funding is reduced or terminated, the grant positions would be reduced or terminated accordingly. The proposed grant and required City matching funds would fund 8.7 FTE Civil Service positions and 9.55 FTE contract positions.

Memo to Finance Committee  
July 10, 1991

6. Attached is the Health Commission "Summary of Grant Request," as prepared by DPH for the proposed grant funds.

**Recommendation:** Approve the proposed resolution.



Item No.                      Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor SF Community Clinic Consortium  
 Contact Person Carroll Johnson  
 Address 1748 Market Street  
San Francisco, CA 94102

Division CPHS  
 Section Homeless Programs  
 Contact Person Fred Milligan  
 Telephone 554-2673

Amount Requested \$ 581,424.00  
 Term: From 5/1/91 To 4/30/92

Application Deadline                       
 Notification Expected                     

Health Commission                      Board of Supervisors: Finance Committee                       
Full Board

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ (continuation) ~~(extension)~~ (augmentation to a) grant in the amount of \$581,424 from the period of 5/1/91 to 4/30/92 to provide health care and substance abuse services.

## II. Summary: (Concise history, need addressed, number &amp; group served, services and providers)

Request to accept and expend funds as sub-grantee in collaboration with San Francisco Community Clinic Consortium as prime grantee, a continuation augmentation to a grant for \$581,424 for the provision of health services and substance abuse services to homeless individuals in San Francisco.

## III. Outcomes/Objectives:

12,000 health, mental health, substance abuse, case management and outreach encounters.

## IV. Effects of Reduction or Termination of These Funds:

Denial of health services to homeless persons results in expensive emergency room and hospital inpatient utilization.

## V. Financial Information: 1/1/91-4/30/91 5/1/91-4/30/92

	1/1-12/31/90 Col. A	4 months Col. B	12 months Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	581,424	193,808	581,424	-	290,712	
Personnel	410,378	136,793	410,378	-	84,641	
Equipment				-		
Contract Svc.	147,064	49,021	147,064	-	194,565	
Mat. & Supp.	19,832	6,611	19,832	-	2,638	
Facilities/Space				-		
Other	4,150	1,383	4,150	-	8,868	
Indirect Costs				-		

## VI. Data Processing

(see attached sheet)

## VII. Personnel

	4	4	4		
F/T CSC					
P/T CSC	5	5	5		
Contractual	4	4	4		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid X Sole Source                      (If sole source, attach Request for Exception Form)



Memo to Finance Committee  
July 10, 1991

Item 1i - File 146-91-54

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the DPH to apply for a Federal grant, which includes indirect costs in the amount of \$41,270 based on 20 percent of personnel costs, and to establish and finance Civil Service positions for the provision of these services.

**Amount:** \$750,000

**Source of Grant:** U.S. Department of Health and Human Services,  
Health Resources and Services Administration

**Grant Period:** October 1, 1991 to September 30, 1992

**Project:** Primary Care/Addiction Linkage Treatment Services (PALS)

**Project Description:** The proposed grant would fund the third year of a four-year demonstration project to link primary health care to drug treatment and counseling. The project has three primary objectives: (1) to plan, implement and study the feasibility and outcomes of projects in which substance abuse and primary care services are co-located, (2) to study the impact on health outcomes when case management is provided in this context and (3) to provide training for medical and nursing staff, allied health staff, social workers and community based organizations on substance abuse, primary care, HIV disease, mental illness and the implications for service provision which occur because of the inter-relationship between these elements. Primary care and substance abuse services would be provided to project clients through the City-operated Tom Wadell Clinic, Haight Ashbury Free Clinic and Bayview Hunter's Point Foundation. A staff training component would also be provided at Haight Ashbury Free Clinic. Additionally, the University of California, San Francisco, Institute for Health Policy Studies would continue to serve as an evaluation consultant for the program.

**No. of Persons to be Served:** 300 Clients

**Required Match:** None

**Indirect Costs:** \$41,270, based on an estimated 20 percent of personnel costs.

**Comments:**

1. As of the writing of this report, the DPH was unable to provide budget details for the application of these Federal grant funds. However, the DPH reports that a detailed budget for the expenditure of these grant funds will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds.
2. The DPH advises that the Department will not retain the grant positions when funding for this project is terminated.
3. DPH reports that the application for the Federal grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.
4. Attached is the Health Commission "Summary of Grant Request," as prepared by DPH for the proposed grant funds.

**Recommendation:** Amend the proposed resolution to authorize DPH to apply for the proposed grant retroactively and approve the resolution as amended.

Item No. \_\_\_\_\_ Hc h Commission - Summary of Grant Request

Rev. 4/10/90

Grantor HHS - HRSA Division CPHS/CPHS  
 Contact Person Nancy Benson Section Administration  
 Address HRSA Contact Person Sam Ho, M.D./Janet Murphy  
12100 Parklawn Dr. Rockville, MD 20857 Telephone 554-2617  
 Amount Requested \$ 750,000 Application Deadline 7/10/91  
 Term: From 10/1/91 To 9/30/92 Notification Expected 8/30/91  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (~~accept and expend~~) a (~~new~~) (continuation) (~~allocation~~) (~~augmentation~~) (~~id~~)  
 grant in the amount of \$ 750,000 from the period of 10/1/91 to 9/30/92  
 to provide primary medical care linked to substance abuse services.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

This is the third year of program that provides coordinated linkage between primary health care and substance abuse services in S.F. Approximately 300 new clients will receive services provided through Tom Waddell Clinic, Haight Ashbury Free Clinic, and Bayview Hunter's Point Foundation. Extensive training and evaluation services are also being provided.

III. Outcomes/Objectives:

To improve access to care and health outcome of IV drug users; reduce prevalence of IV drug use and reduce the spread of HIV infection stemming from IV drug use.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would seriously impair a program that is achieving a high degree of success in reaching its proposed objectives.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	600,000	920,209	750,000	(170,209)		
Personnel	45,278	258,609	260,000	1,391		
Equipment	3,000	4,855	4,500	(355)		
*Contract Svc.	316,553	512,824	398,230	(114,594)		
Mat. & Supp.	24,000	46,200	30,000	(16,200)		
Travel & Training	5,000	6,000	6,000	--		
Other operating	132,946	40,000	10,000	(30,000)		
Indirect Costs	73,223	51,721	41,270	(10,451)		

VI. Data Processing

(costs included above)

\* This amount includes \$150,000 carry forward from year 2.

VII. Personnel

	3.0	6	5		
F/T CSC					
P/T CSC		.20	.90		
Contractual	6.5	7.9	7.9		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

This will be a fourth year of funding for this project, after which there are no plans to retain these grant funded employees.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (If sole source, attach Request for Exemption Form)





Memo to Finance Committee  
July 10, 1991

Item 1j - File 146-91-55

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)  
Communicable Disease, Sexually Transmitted Disease (STD)  
Control

**Item:** Resolution authorizing DPH to apply for, accept and expend a continuation Federal grant, which includes indirect costs of \$143,520 based on 20 percent of personnel costs, for STD Control Services and to authorize the use of grant funds to establish and finance Civil Service positions.

**Amount:** \$1,395,847

**Source of Grant:** U.S. Department of Health and Human Services,  
Centers for Disease Control (CDC)

**Grant Period:** January 1, 1992 through December 31, 1992

**Project:** Sexually Transmitted Disease (STD) Control Program

**Description:** The San Francisco City Clinic is the sole municipal provider of STD services. Over the past 20 years, the Clinic has utilized Federal grant assistance to provide partner referral, screening and clinical services for the San Francisco Area. The Clinic's services are targeted at those individuals between the ages of 15 and 45 years, particularly minorities, who have the highest risk of developing STD and suffering adverse reproductive consequences as a result.

The proposed Federal grant for 1992 will enable the Clinic to continue its diagnoses, surveillance and treatment of various sexually transmitted diseases, with a special emphasis on infectious syphilis, congenital syphilis, chancroid and HIV partner notification. The STD Control Program is attempting to reduce the overall incidence of STD and subsequently to decrease the number of repeat STD visits (more than one visit in 12 months) by 10 percent.

**No. of People  
Served:** 27,000 patient visits

<b>Grant Budget:</b>	<u>Personnel - DPH</u>	<u>FTE</u>	
	Management Assistant	1.0	\$37,888
	Senior Disease Control Investigator	1.0	39,010
	Principal Disease Control Investigator	1.0	43,760
	STD Disease Control Investigators	6.0	221,382
	HIV and Syphilis Disease Control Investigator	1.0	39,942
	Senior Clerk Typist	1.0	32,256
	Clerk Typist	5.5	149,031
	Sr. Physician Specialist	0.5	44,799
	Epidemiologist II	1.0	51,360
	Computer Systems Manager	1.0	40,134
	Health Worker	<u>0.5</u>	<u>17,538</u>
	Subtotal Salaries	19.5	\$717,100
	Fringe Benefits (@ 26%)		186,446
	Overtime		<u>500</u>
	Total Personnel - DPH		\$904,046

Equipment

Fire Proof File Cabinets	<u>\$1,200</u>
Total Equipment	1,200

Lab Supplies

Gonorrhea Tests	
(50,000 tests @ \$0.40)	\$20,000
(50,000 lab test slips @ \$0.25)	12,500
Chlamydia Tests	
(18,000 tests @ \$4.00)	72,000
(18,000 lab test slips @ \$0.25)	4,500
HIV and Syphilis Tests	1,900
Lab Supplies	<u>4,500</u>
Subtotal Lab Supplies	115,400

General Supplies

Office Materials	\$2,000	
Computer	<u>2,000</u>	
Subtotal General Supplies		\$4,000

Educational Materials /Outreach

Educational videos	\$1,400	
Pamphlets/ brochures	7,706	
Posters	2,010	
Slide developing	500	
Safer Sex packets (includes condoms, lubricant samples, safer sex cards, instructional cards and manila envelopes)	29,400	
Advertising (includes radio and printed ads)	11,305	
Printing Costs for City Clinic informational brochures	24,000	
Miscellaneous (includes condom models, referral cards and training materials)	<u>1,800</u>	
Subtotal Educational Materials/Outreach		78,121

Training and Travel

Out of S. F. Conferences (3 trips)	\$3,795	
Out of State Conferences (7 trips)	8,980	
Mileage (250 x .25/mi.x 7 staff x 12 mos.)	5,250	
Auto Usage (\$40 x 6 mos. x 7 staff plus \$45 x 6 mos. x 7 staff)	3,570	
Parking (\$48/mo. x 7 staff x 12 mos.)	4,032	
Lab Support Training	1,390	
Computer Training	<u>3,420</u>	
Subtotal Training and Travel		30,437

Contractual Services

Computer Programming	
DM Information Systems	
Global Health Systems	<u>\$25,000</u>
Subtotal Contractual Services	\$25,000

Other Operating Expenses

Two Federal Telecommunications Systems Lines (reduced flat rates for long distance calls @ \$85/mo.)	\$1,020
Fax Machine	1,200
Two Parking Spaces	2,040
Five Radio Pagers	1,800
Photocopying	1,263
Postage	500
Telephone	2,400
Participation Fees for HIV and Syphilis Study	22,000
HIV and Syphilis Study	
Term Purchase Agreement with UCSF Chlamydia Lab for Tests	45,000
Term Purchase Agreement with Damon Lab for glucose testing	3,500
Term Purchase Agreement with Linde Gas to purchase liquid nitrogen to ship specimens	900
Rent	4,500
Computer Maintenance	1,000
Maintenance Contract for Fax	1,000
Miscellaneous Items(language translators and translators for the deaf at approximately \$50/hr, refreshments for training sessions, etc.)	3,000
Staff Training	<u>3,000</u>
Subtotal Other Operating Expenses	<u>94,123</u>
Subtotal Grant Budget	1,252,327
Indirect Costs (20% of Personnel Costs including overtime)	<u>143,520</u>
Total Grant Budget	\$1,395,847

BOARD OF SUPERVISORS  
BUDGET ANALYST

**Indirect Costs:** \$143,520 or 20 percent of the personnel costs including overtime and excluding fringe benefits (\$717,600).

**Required Match:** None

**Comments:** 1. In 1991, DPH requested \$1,383,101 for the STD Control Program, but the Clinic actually received \$1,103,700. Dr. Gail Bolan, the Director of the STD Control Program for DPH, said that although DPH requests the amount necessary to maintain the Clinic's STD control services, recent federal budget cuts, affecting municipal clinics nationwide, have forced the Clinic to accept less funding than requested.

2. For 1992, DPH is requesting \$292,147 or 26.7 percent more than the total grant received last year. The increase in the request is intended to fund the Clinic's existing STD control programs and indirect costs completely. This amount does not include any new program expenses.

3. In 1991, the City waived indirect costs of \$78,200 associated with the STD Control Program because the reduced federal grant resulted in additional service and personnel cuts. The Clinic was able to apply the money allocated for indirect costs to program areas in the grant request that did not receive funding, such as the peer educator program and Chlamydia supplies. According to Dr. Bolan, San Francisco's current budget situation makes it improbable that the City will waive indirect costs in the upcoming year. Therefore, with administrative costs for 1992 expected to total \$143,520, the Clinic has eliminated some program services from this grant request and is seeking alternative funding sources for them.

4. The Clinic anticipates serving 27,000, or 12.9 percent, fewer patients in FY 1992 than in FY 1991. Dr. Bolan attributes the decrease in the number served to increasingly complex medical problems which demand additional attention, to federal and municipal cuts that have reduced the level of service delivery and to limited physical space that restricts the Clinic's overall patient capacity.

5. The proposed grant budget for 1992 includes a \$25,000 contractual fee for computer programming and information management services. For the past two years the Clinic has contracted with DM Information Systems, Inc. on a sole source basis. Currently, the Clinic maintains its own computer system which cannot be integrated with any other systems. Because of the structural inadequacies of this system, the Clinic is planning to convert its data to DPH's Health Centers Management System, a computer system

specifically designed for medical data, which has been operating for the past three years.

The Health Centers Management System will centralize the data from the participating health facilities and will foster a mutual exchange of information between DPH and the Clinic. Furthermore, the new system will expand the Clinic's capacity to manage medical and demographic information.

Mr. Phil Bentley of the DPH's Management Information Systems Department stated that the City Clinic is scheduled to begin data conversion in 1992. According to Mr. Bentley, the Clinic will phase out the old system developed by the CDC and implemented by DM Information Systems, Inc., including the software and hardware, when it undergoes the proposed conversion to the system managed by Global Health Systems. Mr. Bentley stated that the proposed conversion would be cost effective because it would eliminate maintenance costs on the Clinic's older computer hardware. Therefore, contingent upon the conversion schedule, the Clinic plans to expend the bulk of the \$25,000 on computer services provided by Global Health Systems. Mr. Bentley also added that Global Health Systems is neither a MBE nor WBE. DPH selected this company using a Request for Proposal procedure.

6. The Participation Fees included in the proposed grant budget are related to the HIV and Syphilis Study commissioned by the Federal Government. The \$22,000 participation fees include \$17,000 (\$170/participant x 100 participants) for study visits and \$5,000 (\$100/participant x 50 participants) for spinal taps. Dr. Bolan said that the payment of fees for the participants' time is a standard procedure in research studies.

7. The proposed budget also includes lab services for the HIV and Syphilis Study to be provided by UCSF, Damon Lab and Linde Gas on term purchase agreements (TPA) that allow the lab services to be charged on a per test basis.

1992 will be UCSF's third year as the main testing lab for the Federal study. The Clinic has selected UCSF because of the quality of its work and its proximity, both of which are essential for the types of testing required. The Clinic has selected Damon Lab to continue for a second year because it provides quality services at the lowest cost. Linde Gas is the Clinic's supplier of liquid nitrogen that is used both to preserve specimens for shipment to the CDC in Atlanta and to treat patients locally. Linde Gas is a City vendor.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



According to Ms. Carmen Smith of the Human Rights Commission neither Damon Lab nor Linde Gas is a MBE or WBE. Dr. Bolan said that the Clinic selects its suppliers on the basis of the quality and cost of their services. She added that the Federal study with which these contracts are associated is scheduled to conclude at the end of 1992. However, if the CDC extends the study, she stated that the Clinic will reevaluate these contracts at that time.

8. The Clinic has included a flat monthly rate of \$85 for two Federal telecommunication system lines in the proposed grant budget. The Federal government subsidizes these lines which enable the Clinic to maintain daily contact with the CDC and to conduct interstate work related to STD Control at reduced rates.

9. The two parking spaces included in the proposed grant budget will provide safe parking for two City vehicles used in the STD Control Program.

10. The five radio pagers included in the proposed budget are necessary to reach Dr. Bolan and four staff members working in the field. Since these individuals are on-call at all times, the Clinic needs to have the capacity to contact them immediately.

11. The proposed grant budget includes a request for locking, fire-proof file cabinets, which comply with Federal recommendations for a program of this sensitivity. Although this equipment was included in the 1991 budget, the reduction in the grant level prevented the Clinic from actually purchasing the file cabinets.

12. According to the DPH budget justification, the total number of FTEs is 19.5 (18 F/T CSC and 3 P/T CSC). The Summary of Grant Request shows 20 F/T and 3 P/T. Dr. Bolan confirmed that the correct number of FTE employees is 19.5.

13. Dr. Bolan states that the STD Control Program has been Federally funded for over 20 years and that funding is anticipated to continue. If the Federal government were to terminate grant funding, the City Clinic would eliminate the program and would reduce the number of employees accordingly.

14. Attached is the Summary of Grant Request prepared by DPH for the continuation of this Federal grant.

Memo to Finance Committee  
July 10, 1991

**Recommendation:** Approve the proposed resolution.

Item No.                      Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Centers for Disease Control  
 Contact Person Linda Long  
 Address 255 E. Paces Ferry Rd., N.E.  
Atlanta, Ga. 30305

Division CPHS/Communicable Disease  
 Section STD Control  
 Contact Person Wendy Wolf — *Mark Hepler*  
 Telephone 854-8100  
 Application Deadline 9/7/91  
 Notification Expected 10/31/91

Amount Requested \$ 1,395,847  
 Term: From 1/1/92 To 12/31/92

Health Commission                      Board of Supervisors: Finance Committee                       
                     Full Board                     

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 1,395,847 from the period of 1/1/92 to 12/31/92 to provide STD Control                      services.  
 (Circle appropriate words)

II. Summary: (Continue history, need addressed; number + groups served; services and providers)

Continuation funds to provide for the surveillance, investigation and treatment of a variety of sexually transmitted diseases (STD), with an emphasis on infectious syphilis, congenital syphilis, chancroid, and HIV Partner Notification.

III. Outcomes/Objectives:

- To reduce the overall incidence of STD with a focus on high risk populations
- To decrease the number of repeat STD visits (more than 1 visit in 12 months) by 10%
- To establish and maintain an active surveillance system for all STD

IV. Effects of Reduction or Termination of These Funds:

San Francisco has some of the highest STD rates in the nation. In 1990, syphilis rates skyrocketed, particularly in the black community. Without this funding, STD services would have to be curtailed, and we would be unable to effectively monitor and respond to disease outbreaks.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$1,115,564	\$1,103,700	\$1,395,847	+292,147		
Personnel	777,111	810,815	904,046	+ 93,231		
Equipment	3,000	300	1,200	+ 900		
*Contract Svc.	52,212	25,000	X 25,000	0		
Mat. & Supp.	156,174	160,785	199,521	+ 38,736		
Facilities/Space	0	0	X 0	0		
Other	95,080	106,800	122,560	+ 15,760		
Indirect Costs	31,987*	waived	143,520	+143,520		
	*78,200 in indirect costs waived					

VI. Data Processing

(costs included above) 0 0 0 0                                          

VII. Personnel

F/T CSC	<u>17</u>	<u>18</u>	<u>20</u>	<u>+ 2</u>	<u>                    </u>
P/T CSC	<u>2</u>	<u>2</u>	<u>3</u>	<u>+ 1</u>	<u>                    </u>
Contractual	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

\*VIII. Contractual Services: Open Bid X Sole Source                      (If sole source, attach Request for Exemption Form)



Memo to Finance Committee  
July 10, 1991

Item 1k - File 146-91-57

**Department:** Department of Public Health (DPH)  
Homeless Programs

**Item:** Resolution authorizing the Department of Public Health, Homeless Programs, to apply for a new Federal grant which includes indirect costs of up to \$20,000 annually based on ten percent of the total award.

**Grant Amount:** Up to \$200,000 annually, for three years or a total of up to \$600,000.

**Grant Period:** Approximately November 1, 1991 through October 31, 1994

**Source of Funds:** U.S. Department of Transportation

**Project:** Outreach to Homeless in Transit Facilities

**Description:** The proposed grant funds would provide outreach services coordinated with health, mental health, substance abuse treatment, employment/training, housing, education, transportation, nutrition services, and other necessary community support resources to homeless individuals residing in transit facilities. The Department of Public Health's Homeless Programs would represent a consortium of agencies each of which would contribute some in-kind services, such as personnel, to enhance the favorability of the proposal package. Agencies represented in the consortium would include the Department of Public Health's Homeless Programs and Division of Mental Health, Substance Abuse and Forensic Services, the Department of Social Services, the Mayor's Office of Community Development, the Community Clinic Consortium and Caltrans, which runs the Transbay Terminal where the services would be provided.

**Indirect Costs:** Up to \$20,000 annually, or 10 percent of the total grant award.

**Required Match:** None.

**Comments:**

1. Mr. Fred Milligan, of the DPH's Homeless Programs reports that the DPH will provide a detailed budget when the DPH requests permission from the Board of Supervisors to accept and expend the proposed grant. However, the DPH anticipates that the proposed grant funds would be used to fund Contractual Services consisting of two outreach workers, two counselors and associated operations costs.

2. Mr. Milligan also reports that the DPH anticipates that the entire proposed grant would be used for contractual services.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 10, 1991

Mr. Milligan anticipates that a sole-source contract would be provided to Traveler's Aid of San Francisco. Mr. Milligan indicates that Traveler's Aid of San Francisco currently provides outreach services to homeless persons at the Transbay Terminal, and the proposed grant funds would enable Traveler's Aid to offer more comprehensive outreach services.

**Recommendation:** Approve the proposed resolution.



Item 11 - File 147-91-6

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for, accept and expend a continuation Federal grant, which includes indirect costs five percent of the grant award.

**Amount:** \$66,220

**Source of Funds:** Federal Grant Funds from Title I of the Library Services and Construction Act (LSCA), through the California State Library.

**Grant Period:** October 1, 1991 through September 30, 1992

**Grant Project:** Major Urban Resource Library (MURL)

**Project Description:** The San Francisco Public Library was designated as a Major Urban Resource Library (MURL) in 1984 and has received MURL Federal grant funds since that time. In compliance with the guidelines of the MURL grant program, the Library selected to specialize in the areas of business and science and has designed a Regional Area Collection Development Plan to address the information needs of both children and adults interested in these particular fields.

The Library will use the Federal grant funds to expand its collection of business, science and technology books and related materials, focusing on those items which are requested most frequently by patrons from San Francisco and neighboring jurisdictions. The Library will also use some of the grant funds to augment its collection of foreign language materials located in the various branch libraries.

**Grant Budget:** The Library will expend the \$66,220 grant to acquire books and related library materials as follows:

Business & Science:	
Main Library	\$25,189
Foreign Language Material:	
Circulating Library (Asian Languages)	8,720
Chinatown Branch (Chinese)	10,000
Mission Branch (Spanish)	6,000
Western Addition Branch (Japanese)	2,500
Richmond Branch (Russian)	<u>2,500</u>
Subtotal	\$29,720
Juvenile Departments (All Libraries)	<u>8,000</u>
Subtotal	\$62,909
Indirect Costs	<u>3,311</u>
Total	\$66,220

**Local Match:** None

**Indirect Costs:** The indirect costs of \$3,311, or 5 percent of \$66,220, are included in the grant funds.

**Comments:**

1. The California State Library has notified the San Francisco Public Library that it will receive \$66,220 as a Major Urban Resource Library, pending a review of its application and Regional Area Collection Development Plan.
2. The proposed grant amount of \$66,220 is \$4,571 or 7.4 percent greater than the amount received by the San Francisco Public Library for FY 1990-91. This increase is based on a change in the per capita allocation of the LSCA grant funds.
3. Ms. Anne Kincaid of the San Francisco Public Library stated that the Library plans to allocate \$29,720 of the MURL grant funds to purchase general pieces of literature written in specific foreign languages. Those items will be housed at certain branches throughout the City as indicated in the project budget.
4. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal grant.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Rev. 4/10/90

II. Summary: (Concise, without notes + preparation and proof)

III. Outcomes/Objectives:

#### IV. Effects of Redemption or Termination of These Funds:

### V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount						
Personnel						
Equipment	61,649	61,649	62,909			
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			3,311			

## VI. Data Processing

(1997-1998)

## VII. Personnel

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposal Form)



Item 1m - File 23-91-3

**Item:** Resolution waiving the statute of limitations with respect to payment of five certain warrants of the City and County of San Francisco in the sum of \$965.20, a legal obligation of the City and County of San Francisco.

**Description:** According to Section 10.181 of the San Francisco Administrative Code, a warrant issued by the City and County of San Francisco becomes void one year from the date issued. The payee of the warrant may present the stale-dated check to the Controller for payment up to three years from the date that it was considered invalid, or four years from the original issue date. If the proposed resolution is approved, it would authorize the Controller's Office to replace the following five stale-dated warrants payable to Ms. Irene Marino, a Court Reporter for the San Francisco Municipal Court.

<u>Date Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Purpose</u>
6 - 19 - 85	530-0429656	\$ 244.20	Payment for Services Rendered
6 - 10 - 85	560-0007375	96.00	Payment for Case # 877588
6 - 10 - 85	560-0007376	150.00	Payment for Case # 876723
9 - 25 - 85	560-0007549	75.00	Payment for Case # 875781
3 - 19 - 87	560-0008820	<u>400.00</u>	Payment for Case # 919031
	Total:	\$ 965.20	

**Comments:**

1. Ms. Marino, who had misplaced the five warrants initially, attempted to deposit four of the checks on April 13, 1990, and one of the checks on July 13, 1990. She received notification from her bank that the checks were stale-dated.
2. Ms. Evelyn Alava of the Controller's Office of Special Projects stated that the Controller's Office automatically cancelled these five warrants, which had not been cashed one year after the original issue date. The Controller's Office has verified that it has made no payment on these five warrants.

3. The Controller's Financial Services Division issued the first check in the amount of \$244.20 for services rendered. The Municipal Court issued the remaining four checks totaling \$721.00 as payments for services rendered as a Court Reporter in four civil cases. Mr. Henry Leigh of the Controller's Office of Financial Services stated that the Controller's Office is obligated to reissue all five of the expired warrants, regardless of the individual check's department of origin.

4. According to Mr. Leigh, the City and County of San Francisco has sufficient funds to fulfill its \$965.20 obligation to Ms. Marino.

**Recommendation:** Approve the proposed resolution.



Item 1n - File 25-91-24

**Department:** Municipal Court

**Item:** Resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Court Management System Coordinator

**Description:** The Controller has determined that contracting for the Court Management System Coordinator services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries and Fringe Benefits	\$60,703	\$71,429
<u>Contracted Service Costs</u>	<u>49,000</u>	<u>49,000</u>
<u>Estimated Savings</u>	\$11,703	\$22,429

- Comments:**
1. Mr. Ron Ho of the San Francisco Municipal Court stated that the Court's initial cost estimate of \$49,000 for FY 1991-92 included a 4.25 percent increase for the contractor over the FY 1990-91 level of \$47,000. The Municipal Court subsequently denied pay raises for all contract employees because of budgetary constraints and the deferment of salary standardization City-wide.
  2. The actual Contracted Service Costs for 1991-92 are therefore \$47,000, the same fee paid during FY 1990-91. Using this revised figure, the estimated savings for the use of a private contractor is \$2,000 more, or \$13,703 for the lowest salary step and \$24,429 for the highest salary step if City employees provided these services. According to Mr. Ho, the Municipal Court did not resubmit the revised Contracted Service Costs to the Controller's Office because

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

the new cost figure resulted in a greater estimated savings than the initial cost estimate for both the lowest salary step and the highest salary step.

Ms. Susan Maher of the Controller's Office of Special Projects confirmed that the Municipal Court does not have to resubmit the revised cost estimate to the Controller's Office because this change does not affect the Controller's finding that a private contractor can perform the Court Management System Coordinator services at a lower cost than City employees.

3. Court Management System Coordinator services were first certified as required by Charter Section 8.300-1 in 1978 and have continued to be provided by an outside contractor since then.

4. The one-year contract, which expires June 30, 1991, is with Shaffer Consulting Company. The 1990-91 year concludes Shaffer's second year as the Court Management System Coordinator. According to Mr. Ho, Shaffer Consulting Company is neither a minority-owned, women-owned or local-owned business enterprise.

5. Mr. Ho reports that the Court Management System Coordinator is a selective position for which the potential contract recipient had to satisfy certain criteria and requirements. Since the initial selection process was very demanding, the Municipal Court has renewed the contract for the Court Management System Coordinator with Shaffer Consulting Company for the past two years.

6. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Municipal Court For Time Period FY 1991-92

Contract Services Court Management System Coordinator

- 1) Who performed services prior to contracting out?

Coordinator services were originally provided through the LEAA grant during development of the Court Management System (CMS).

- 2) Number of City employees laid off as result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Coordinator has made the use of CMS more adaptable to office operations. City employees began to benefit from computer support.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None. The coordinator position crosses over nine City departments in supporting and using CMS.

- 5) How long have the services been contracted out?

Since 1978.

- 6) What was the first fiscal year for a Proposition J certification?

The year when Proposition J became legal in San Francisco.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

To meet our needs -- yes.



Department Representative

Telephone: 554-4516



Item 10 - File 25-91-25

**Department:** District Attorney

**Item:** Resolution concurring with Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** The Victim Witness Assistance Program provides assistance to victims of anti-gay and lesbian hate crimes and education in community anti-street violence.

**Description:** The Controller has determined that contracting for Victim Witness Assistance and community education services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Services Costs</u>		
Salaries	\$176,312	\$213,876
Fringe Benefits	47,040	55,121
Materials and Supplies	<u>22,220</u>	<u>22,220</u>
Total	\$245,572	\$291,217
<u>Contracted Service Cost</u>	<u>124,692</u>	<u>124,692</u>
<u>Estimated Savings</u>	\$120,880	\$166,525

- Comments:**
1. Victim Witness Assistance services were first certified as required by Charter Section 8.300-1 in 1984 and have been provided by an outside contractor since 1981.
  2. The current contract which expires on June 30, 1991 is with Community United Against Violence (CUAV), a non-profit organization. These services have been contracted to CUAV since July 1, 1981. The Contracted Service Cost used for the purpose of this analysis represents the cost to extend the contract with CUAV for fiscal year 1991-92.
  3. Ms. Mary King of the District Attorney's Office reports that this is a sole source contract because CUAV is the only local organization providing these services. In addition, Ms. King asserts, as a result of ten years of providing these

services for the City, CUAV is well-known in the community and is therefore better able to provide the services.

3. The Controller's supplemental questionnaire with the Department's responses, including MBE/WBE status of the contracts, is attached.

**Recommendation:** Approve the proposed resolution.



## CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department District Attorney

Contract Services Community United Against Violence

For the term starting approximately 7/1/91 through 6/30/92

- 1) Who performed services prior to contracting out?

The services were not provided prior to contracting out with Community United Against Violence (CUAV).

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

The services were not provided by the City of San Francisco prior to the initial contract with CUAV and therefore there have never been any City employees involved in the services.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

The services have been contracted out since July 1, 1981, a period of ten years

- 6) When was the first fiscal year for a Proposition J certification?

Fiscal year 1984.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Community United Against Violence established goals of hiring minority and women employees. 43% of its current staff is women and 43% minority.

Department Representative  
ARLO SMITH, District Attorney  
(415)553-1741

Telephone



Item 1p - File 25-91-26

**Department:** Department of Public Health

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security guard services at Ward 92 (Methadone Maintenance Program) San Francisco General Hospital

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries	\$7,698	\$9,320
Fringe Benefits	2,104	2,464
Uniforms and Equipment	<u>227</u>	<u>227</u>
Total	\$10,029	\$12,011
<u>Contracted Service Cost</u>	<u>5,501</u>	<u>5,501</u>
<u>Estimated Savings</u>	\$4,528	\$6,510

**Comments:** 1. Security guard services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor since 1983.

2. The current one-year contract which expires June 30, 1991 is with Cal-State Patrol Service. Cal-State Patrol Service has provided security services to San Francisco General Hospital for eight years, since 1983. The Contracted Service Cost used for the purpose of this analysis represents the cost to extend the contract with Cal-State Patrol for 1991-92.

3. The Controller's supplemental questionnaire with the Department's response is attached. Cal-State Patrol Service is a MBE certified firm.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Psychiatry - Substance Abuse Services

Contract Services Security Guard Service

For the term starting approximately 7/1/91 through 6/30/92

- 1) Who performed services prior to contracting out?

These services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

No city employees have ever been hired for this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

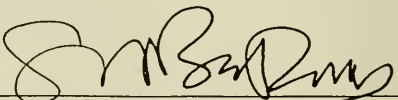
Eight years.

- 6) What was the first fiscal year for a Proposition J Certification?

FY '83-'84

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.

  
\_\_\_\_\_  
Department Representative

Telephone 821-8764

Item 1q - File 47-91-9

**Department:** Real Estate Department

**Item:** Resolution rejecting bid of Federal Auto Parks, Inc. in response for bids for lease of the Seventh and Harrison Parking Lot and awarding said lease to Allright Parking/San Francisco as the highest, responsive and responsible bidder.

**Description:** The Board of Supervisors previously approved legislation (File 47-91-4) authorizing the Director of Property to call for bids for a five-year lease of the Seventh and Harrison Parking Lot, located at the southeast corner of Seventh Street and Harrison Street. Accordingly, the Director of Property issued an Invitation for Bids to be received and opened by the Real Estate Department on May 21, 1991. In a response to the Invitation for Bids, the Department received requests for bids from twelve companies of which eight met the minimum standards to bid. Of the eight companies that met the minimum standards, seven submitted bids.

The Real Estate Department reports that Federal Auto Parks, Inc. was identified as the highest bidder based on the Company's bid to pay the City 76.13 percent of gross revenues after parking taxes or a monthly minimum of \$4,000, for rental of the parking lot. However, the Department advises that Federal Auto Parks, Inc. subsequently requested that its bid be withdrawn because it was based on misunderstood assumptions and errors in calculations, and as such was not realistic or reasonable. The Director of Parking and Traffic and the Director of Property also determined that the bid submitted by Federal Auto Parks, Inc., was not economically feasible and therefore was not a responsible bid. As a result, the Department selected Allright Parking/San Francisco, the second highest bidder, based on the Company's bid to pay the City 60.70 percent of gross revenues after parking taxes or a monthly minimum of \$4,000. The bids submitted by the other five qualified bidders were as follows:

<u>Company</u>	<u>Percent of Gross Revenue</u>
Bay Mobile Wash	57.60
Five Star Parking	56.18
City Parking	54.00
San Francisco Parking	51.647
System Parking	36.33

**Comments:**

1. The current parking operator, City Parking, Inc., pays the City 71.64 percent of gross revenues or a monthly minimum of \$7,000. Estimated annual revenues to the City from City Parking, Inc. will total approximately \$163,000 in 1990-91. It is estimated that Allright Parking/San Francisco, will pay the City approximately \$100,000 annually.

2. The Real Estate Department reports that the minimum monthly rental to be paid by Allright Parking/San Francisco was reduced by \$3,000 from \$7,000 to \$4,000 because, the parking lot's current revenue generating self-park spaces will be reduced from 310 to 221 parking spaces (196 self-parking spaces plus 25 valet parking spaces), in order to provide staff parking in connection with the construction of the Sheriff's Department Work Furlough and Medical Facility. The Department advises that the reduction in the parking lot's self-park spaces is anticipated to take effect by August 1, 1991. The Real Estate Department advises that the decrease from 71.64 percent of gross to 60.70 percent is because the reduction in self-parking spaces will result in reduced revenues and increased overhead costs to the lessee. The lessee will be required to hire a parking attendant to perform valet parking in order to maximize use of the reduced parking space at the parking lot.

3. The new parking rates (City Parking Tax of 20% included), previously approved by the Board of Supervisors (File 47-91-4) to be charged by Allright Parking/San Francisco for vehicles parked in the Seventh and Harrison Parking Lot, are as follows:



<u>Time</u>	<u>Parking Charge</u>
0 to 1 hour	\$1.00
1 to 2 hours	2.00
2 to 3 hours	3.00
3 to 4 hours	4.00
Over 4 hours	5.00 (max.)
<u>Monthly Parking</u>	None
<u>Evening after 7 p.m. and All Day Weekends</u>	\$1.00 flat fee by dispensing machine
<u>City and County of San Francisco Recognized Holidays</u>	\$1.00 flat fee by dispensing machine
<u>Motorcycle Parking</u>	\$1.00 day

Handicapped Parking: Acceptance of handicapped parking stickers as provided by City ordinance.

Lost Tickets: an amount equal to maximum parking charge for each day the automobile was parked in the parking lot shall be charged unless the lessee can verify that a lower charge is appropriate by identifying the lost ticket from the records.

4. The Mayor's proposed budget for 1991-92 includes an increase of 5 percent in the City's Parking Tax, from 20 percent to 25 percent. Mr. Kevin Hagerty of the Department of Parking and Traffic advises that the Department has not, as yet, determined what adjustments would be made (i.e., parking rates, lease agreements), should the Board of Supervisors approve the 25 percent Parking Tax rate.

**Recommendation:** Approve the proposed resolution.



Item 1r - File 47-91-10

**Departments:** Real Estate Department  
Department of Parking and Traffic

**Item:** Resolution authorizing an amendment to a lease of real property at the St. Mary's Square Garage for the Department of Parking and Traffic.

**Description:** Mr. Charles Hao is currently leasing approximately 825 square feet of commercial space at the City-owned St. Mary's Square Garage, located at 433 Kearny Street. The City entered into a lease agreement with Mr. Hao on December 1, 1986, for a term of five years with two renewal options of five years each. Under the terms of the lease, Mr. Hao pays the City, \$4,868 a month or \$58,416 annually for rent. The Department of Parking and Traffic receives 42 percent of the rental amount or \$24,535 annually and the Recreation and Park Department receives 58 percent or \$33,881 annually. The proposed resolution would amend the lease between the City and Charles Hao, as follows:

1. Delete the Cancellation Clause which provides for a six month's written Notice of Cancellation, by the City or the lessee, after a period of three years, but less than four and one-half years during the initial or any extended term of lease.

2. Amend the Agreement and Subletting Clause to provide that, if the lease is assigned or sublet, the City would receive 50 percent of any excess rent or consideration less real estate commissions and attorney fees.

**Comments:** 1. Ms. Claudine Venegas of the Real Estate Department reports that Mr. Hao has advised that he is experiencing difficulty in obtaining a loan to make improvements on his rental space, due to the Cancellation Clause in the lease agreement. Ms. Venegas advises that there is a reluctance on the part of the lenders to extend a loan for more than a three-year period when the City would have the option to cancel the agreement after a three-year period. According to Ms. Venegas the Cancellation Clause is more of a benefit to the lessee than to the City because, if the lessee is meeting the terms of the agreement, the City would not be inclined to cancel the agreement. However, the lessee, might choose to cancel the agreement for any number of reasons (i.e., to relocate, a setback in business). Ms. Venegas adds that the deletion of the Cancellation Clause would not preclude the City from terminating the agreement, based on a breach of the terms of the agreement, at anytime.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Ms. Venegas reports that the Agreement and Subletting Clause in the City's lease agreement with Charles Hao currently provides that the lessee can sublet the rental space. The proposed amendment to this clause would provide that in the event the lessee chooses to sublet the rental space the City would receive 50 percent of any excess rent (any amount over the \$4,868 monthly rental amount paid by the lessee), less real estate commissions and attorney fees.

**Recommendation:** Approve the proposed resolution.

Item 1s - File 64-91-17

**Departments:** Real Estate  
Department of Public Works (DPW)  
Human Rights Commission(HRC)  
Commission on the Status of Women (COSW)

**Item:** Resolution authorizing the extension of two existing subleases of real property required by the Department of Public Works, Human Rights Commission and Commission on the Status of Women.

**Location (1):** 1170 Market Street (entire 7th floor)

**Purpose of Sublease:** Office space for DPW's Personnel Administration Division and the Computer Services Division.

**Sublessor:** Pacific Gas and Electric Company (PG&E)

**Term of Lease:** July 1, 1991 through June 30, 1992

**No. of Sq. Ft. and Cost/Month:** Approximately 4,966 square feet @ \$1.16 per sq. ft./month = \$5,780.75 per month

**Annual Cost:** \$69,369

**% Change from 1990-91:** Approximately 5.4 percent over the FY 1990-91 monthly rental rate of \$5,483.

**Utilities and Janitor Provided:** All utilities are provided by Sublessor (PG&E)

**Source of Funds:** DPW's Departmental Overhead and Administrative Funds requested in the DPW's 1991-92 budget (see Comment #2 below).

**Right of Renewal:** The City would have the right to two (2) one-year options to extend the term of the sublease, plus a final option for the period July 1, 1994 through February 27, 1995.

\*\*\*\*\*

**Location (2):** 1170 Market Street (entire 5th and 6th floors)

**Purpose of Sublease:** Office space for the Human Rights Commission and the Commission on the Status of Women

**Sublessor:** Pacific Gas and Electric Company (PG&E)

**No. of Sq. Ft. and Cost/Month:** Approximately 9,400 square feet @ \$1.16 sq. ft./month = \$10,966 per month between July 1, 1991 and December 31, 1991. In accordance with the terms of the lease, for the period of January 1, 1992 through June 30, 1992, there would be an increase to @ \$1.20 sq. ft./month = \$11,342 per month.

<b>Annual Cost:</b>	July, 1991 through December, 1991	\$ 65,796
	January, 1992 through June, 1992	<u>68,052</u>
	Total Annual Cost	\$133,848

**% Change from 1990-91:** In accordance with the terms of the lease, the rent would increase from the existing rate of \$10,966 per month to \$11,342 per month for the period January through June, 1992 for an increase of approximately 3.4 percent.

**Utilities and Janitor Provided:** All utilities are provided by Sublessor (PG&E)

**Source of Funds:** General Fund monies requested in the HRC and COSW budgets for 1991-92.

**Term of Lease:** July 1, 1991 through June 30, 1992

**Right of Renewal:** The City would have the right to two (2) one-year options to extend the term of the sublease, plus a final option for the period July 1, 1994 through February 27, 1995.

**Comments:** 1. Ms. Claudine Venegas of the Real Estate Department reports that although the proposed leases would begin on July 1, 1991, the proposed resolution does not have to be amended to authorize the extension of the proposed leases retroactively because the July monthly rental payments would not be made until the Board of Supervisors approves the proposed resolution.



2. Mr. Ron Small of the DPW reports that the DPW's Departmental Overhead and Administrative Fund, which would fund the proposed lease, is funded through a variety of sources. Mr. Small indicates that the funding sources include the Gas Tax, Road Funds, Bond Funds, and Capital Improvement Funds. Mr. Small also indicates that less than 10 percent comes from the General Fund.

3. Ms. Venegas reports that the sublessor, PG&E assesses the annual rental increase based upon building operating expenses for the calendar year. Ms. Venegas indicates that the Real Estate Department has estimated a 3.4 percent increase for the HRC and COSW space based upon PG&E's projection of average operating expenses. Ms. Venegas reports that the increase in the monthly rental rate of 3.4 percent for the HRC and COSW space would only be applied beginning on January 1, 1992 because the HRC and COSW did not move into 1170 Market Street until March, 1991, and the monthly rental increase would only be applied after the end of the first calendar year. However, Ms. Venegas explains that any variance in this projected annual increase would be adjusted in future years of the proposed lease. Ms. Venegas also explains that the 5.4 percent increase for the DPW space is based upon actual DPW operating expenses which occurred during the 1990 calendar year.

4. Of the proposed annual cost of \$133,848 for the HRC and COSW leases, the HRC would pay for 88 percent of the annual cost or \$117,786.24 and the COSW would pay for 12 percent of the annual cost or \$16,061.76. Ms. Venegas indicates that these percentages are based upon the percentage of square feet which is used by each department.

5. Ms. Venegas also reports that the proposed annual rental amounts of \$69,369 for the DPW office space and \$133,848 for the HRC and COSW office space reflect the fair market value of the properties.

**Recommendation:** Approve the proposed leases.



Memo to Finance Committee  
July 10, 1991

Item 1t - File 64-91-18

**Department:** Real Estate Department  
Public Utilities Commission (PUC)

**Item:** Resolution authorizing renewal of a sublease.

**Sublessor:** William L. Ferdon III

**Location:** 414 Mason Street, Rooms 501, 502, 603 and a portion of Room 200

**Purpose of Lease:** Office space for the Public Utility Commission's Bureau of Management Information Systems

**Term of Lease:** July 1, 1991 through June 30, 1996

**No. of Sq. Ft. and Cost/Month:** 6,522 sq.ft. @ \$1.52/sq.ft./mo. = \$9,913 rent/month

**Annual Cost:** \$118,956

**% Change from 1990-91:** 18 percent increase

**Utilities and Janitor Provided by Lessor:** Yes

**Source of Funds:** 4.9 percent Hetch Hetchy, 57.33 percent Water Department, 20.77 Muni Revenue, and 17 percent General Fund

**Right of Renewal:** No

**Comments:**

1. According to the proposed sublease, the City has the right to cancel the lease after giving the sublessor nine months notice.
2. The proposed sublease represents the combination of two previous subleases. The first sublease of 414 Mason, Room 502, included 1,855 square feet at a cost of \$2,340 per month. The second sublease of 414 Mason, Rooms 501 and 603 and a portion of Room 200 included 4,000 square feet at a cost of \$6,079 per month. The total square footage for the two subleases was 5,855, and the total monthly cost was \$8,419, for an average cost of \$1.44 per square foot per month. The proposed \$1.52 per square foot per month represents a six percent increase per square foot over the preceding lease.

BOARD OF SUPERVISORS  
BUDGET ANALYST

3. In addition, the proposed 6,522 square feet for the new sublease represents an increase of 667 square feet over the previous 5,855 total square footage. The total annual rent for the two subleases was \$101,028 based on the \$1.44 square foot per month rate. Given the proposed \$1.52 per square foot rate and the increased space, the proposed \$118,956 annual rent represents an increase of \$17,928 per year, or an 18 percent increase.

4. Mr. Hans Loffeld of PUC reports that PUC has been occupying the additional 667 square feet for two years. According to Mr. Steve Legnitto of the Real Estate Department, the sublessor and the Real Estate Department reached an agreement whereby PUC vacated 150 square feet of Room 200 in exchange for an increase of 800 square feet in room 603. This represents an increase of 650 square feet.

In addition, the previous sublease of 414 Mason, Room 502 was an amended version of the original sublease. The original sublease was for Room 602. Room 602 contains 1855 square feet, while Room 502 contains 1872 square feet, for an increase of 17 square feet.

The total change in square footage for rooms 200, 603, and 502 is an increase of 667 square feet. PUC was not charged additional rent for this increase in the previous lease. The new lease reflects the additional footage.

4. Mr. Loffeld reports that PUC has employed five new staff people since the original space was leased. Mr. Loffeld further reports that PUC previously contracted out the repair and maintenance of its 300-400 microcomputers. PUC is now maintaining and repairing its microcomputers in-house. The additional space is used as office space for the new employees and as a repair shop for microcomputers.

5. The Real Estate Department reports that the proposed rent represents fair market value.

**Recommendation:** Approve the proposed resolution.

Item 1u - File 64-91-19

**Departments:** Real Estate  
Department of Public Health (DPH), Community Mental  
Health Services (CMHS)  
Sheriff  
Commission on Aging (COA)  
Public Administrator/Guardian

**Item:** Resolution to authorize the extension of 15 leases (leases 1 through 15) and the execution of seven lease renewals (leases 16 through 22) of real property. The total amount of funds required for the 22 leases in 1991-92 is \$1,389,470. The funding availability is subject to approval in the Fiscal Year 1991-92 budget.

**Each of the proposed leases is summarized below:**

(1) **Location:** 759 South Van Ness Avenue (entire second floor)

**Purpose of Lease:** Childrens' Outpatient Mental Health Clinic (CMHS)

**Lessor:** AIM Two

**No. of Sq. Ft. and Cost/Month:** 6,445 sq. ft. @ \$0.78/sq. ft./mo. = \$5,046.41 rent/month

**Annual Cost:** \$60,557

**% Increase over 1990-91:** 6%

**Utilities and Janitor Provided by Lessor:** Janitorial Only

**Term of Lease:** July 1, 1991 - June 30, 1992

**Right of Renewal:** 6 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

- (2) **Location:** 615 Grant Avenue (entire second floor)
- Purpose of Lease:** Chinatown Child Development Center Outpatient Mental Health Clinic (CMHS)
- Lessor:** Patrick Leung and Esther Leung
- No. of Sq. Ft. and Cost/Month:** 3,815 sq. ft. @ \$1.02/sq. ft./mo. = \$3,885.50 rent/month
- Annual Cost:** \$46,626
- % Increase over 1990-91:** 4.5%
- Utilities and Janitor Provided by Lessor:** Janitorial only
- Term of Lease:** July 1, 1991 to June 30, 1992
- Right of Renewal:** 4 one-year options remain.
- Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

- (3) **Location:** 615 Grant Avenue (entire fifth floor)
- Purpose of Lease:** Chinatown Child Development Center (CMHS)
- Lessor:** Sinclair Louie, May C. Louie and 718 California Street Corp.
- No. of Sq. Ft. and Cost/Month:** 4,100 sq. ft. @ \$1.27/sq. ft./mo. = \$5,215.00 rent/month
- Annual Cost:** \$62,580
- % Increase over 1990-91:** 6%
- Utilities and Janitor Provided by Lessor:** No
- Term of Lease:** July 1, 1991 to June 30, 1992

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Right of Renewal:** 2 one-year options remain.

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(4) **Location:** 111 Potrero Avenue (portion of ground floor)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** 111 Potrero Partnership

**No. of Sq. Ft. and Cost/Month:** 6,000 sq. ft. @ \$0.77/sq. ft./mo. = \$4,595 base rent/month

Base Rent	\$4,595.00
Janitorial Allowance	<u>666.75</u>
Total Rent	\$5,261.75

**Annual Cost:** \$63,141

**% Increase over 1990-91:** 5%

**Utilities and Janitor Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** None

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(5) **Location:** 1548 Stockton Street (entire building)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Eugene Y.C. and Anita Tak Hing Choi

**No. of Sq. Ft. and Cost/Month:** 4,503 sq. ft. @ \$1.73/sq. ft./mo. = \$7,801.55 rent/month

**Annual Cost:** \$93,619

**% Increase over 1990-91:** 4.5%

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Utilities and Janitor**

**Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** None

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(6) **Location:** 298 Monterey Boulevard

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** John W. Powell and Sylvia C. Powell

**No. of Sq. Ft. and**

**Cost/Month:** 4,025 sq. ft. @ \$0.62/sq. ft./mo. = \$2,486.56 rent/month

**Annual Cost:** \$29,839

**% Increase over**

**1990-91:** 5%

**Utilities and Janitor**

**Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 1 one-year option period remains

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(7) **Location:** 10 - 29th Street

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** George and Lois Maisels and Lawrence and Frances Maisels

**No. of Sq. Ft. and**

**Cost/Month:** 1,750 sq. ft. @ \$0.74/sq. ft./mo. = \$1,298.77 rent/month

**Annual Cost:** \$15,585

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**% Increase over  
1990-91:** 5.3%

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 1 one-year option period remains

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(8) **Location:** 2335 - 39 Ocean Avenue

**Purpose of Lease:** Outpatient Mental Health Center (CMHS)

**Lessor:** Beverly M. Pelton

**No. of Sq. Ft. and  
Cost/Month:** 3,954 sq. ft. @ \$0.72/sq. ft./mo. = \$2,852.30 rent/month

**Annual Cost:** \$34,228

**% Increase over  
1990-91:** None

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 1 one-year option period remains

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(9) **Location:** 2001 Van Ness Avenue (entire third floor) and 1700 Jackson Street

**Purpose of Lease:** Special Problems Clinic (CMHS)

**Lessor:** Asadoor O. Astorian and Josyane L. Astorian

**No. of Sq. Ft. and  
Cost/Month:** 9,718 sq. ft. @ \$2.30/sq. ft./mo. = \$22,318.84 rent/month

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Annual Cost:** \$267,826

**% Increase over  
1990-91:** 6%

**Utilities and Janitor  
Provided by Lessor:** No

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 1 one-year option period remains

**Source of Funds:** 55% State funds and 45% General Fund

\* \* \* \* \*

(10) **Location:** 25 Van Ness Avenue Suite 500

**Purpose of Lease:** Administrative and Surveillance Offices for the AIDS Program (DPH)

**Lessor:** Northwest Asset Management Co.

**No. of Sq. Ft. and  
Cost/Month:** 16,558 sq.ft. @ \$1.47/sq.ft./mo. = \$24,285.07 rent/mo.

**Annual Cost:** \$291,421

**% Increase  
over 1990-91:** 10%

**Utilities and Janitor  
Provided by Lessor:** Yes

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 2 one-year option periods remain

**Source of Funds:** 48% Federal Funds and 52% General Fund

\* \* \* \* \*

(11) **Location:** 444 - 6th Street

**Purpose of Lease:** Community Substance Abuse Services (CMHS) and Prisoner Services Program (Sheriff's Department)

**Lessor:** Bramval Company

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 10, 1991

**No. of Sq. Ft. and Cost/Month:** 5,156 sq. ft. @ \$0.78./sq. ft./mo. = \$4,022 rent/month

<b>Annual Cost:</b>	DPH	\$24,132
	Sheriff	<u>24,132</u>
	Total	\$48,264

**% Increase over 1990-91:** 4%

**Utilities and Janitor Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 2 one-year option periods remain

**Source of Funds:** 100% General Fund for DPH's share and 100% General Fund for Sheriff Department's share.

**Comment:** Half of the premises at 444-6th Street are leased by the Public Health Department and the other half by the Sheriff's Department, Prisoner Services Program.

\*\*\*\*\*

(12) **Location:** 3911 Mission Street

**Purpose of Lease:** Geriatric Outpatient Mental Health Clinic (CMHS)

**Lessor:** Giovacchino Diodati and Armando Diodati

**No. of Sq. Ft. and Cost/Month:** 1,500 sq. ft. @ \$0.89/sq. ft./mo. = \$1,334.13 base rent/month

Base Rent	\$1,334.13
Water Reimbursement	20.01
Janitorial Allowance	<u>183.54</u>
Total Rent	\$1,537.68

**Annual Cost:** \$18,452

**% Increase over 1990-91:** 2.6%

**Utilities and Janitor Provided by Lessor:** Janitorial and water

**Term of Lease:** July 1, 1991 to June 30, 1992

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Right of Renewal:** 3 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(13) **Location:** 1182 Market Street (Room 204)

**Purpose of Lease:** Administrative offices for DPH's Eldercare Program

**Lessor:** Shorenstein Company

**No. of Sq. Ft. and  
Cost/Month:** 2,019 sq. ft. @ \$0.96/sq. ft./mo. = \$1,930 rent/month

**Annual Cost:** \$23,160

**% Increase over  
1990-91:** None

**Utilities and Janitor  
Provided by Lessor:** Yes

**Term of Lease:** Month-to-Month beginning July 1, 1991

**Right of Renewal:** This space is to be leased on a month-to-month basis commencing July 1, 1991, for a period not to exceed one year, because the lessor wishes to maximize its options.

**Source of Funds:** 100% General Fund

\*\*\*\*\*

(14) **Location:** 1182 Market Street (Suite 320)

**Purpose of Lease:** Senior Information Referral and Health Promotions Program (Commission on Aging)

**Lessor:** Shorenstein Company

**No. of Sq. Ft. and  
Cost/Month:** 2,094 sq. ft. @ \$0.85/sq. ft./mo. = \$1,780 rent/month

**Annual Cost:** \$21,360

**% Increase over  
1990-91:** None

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Utilities and Janitor  
Provided by Lessor: Yes**

**Term of Lease:** Month-to-Month beginning July 1, 1991

**Right of Renewal:** This space is to be leased on a month-to-month basis commencing July 1, 1991, for a period not to exceed one year, because the lessor wishes to maximize its options.

**Source of Funds:** 100% General Fund

\*\*\*\*\*

(15) **Location:** 240 Shotwell Street

**Purpose of Lease:** Primary Care Program (DPH)

**Lessor:** Mission Area Health Associates, Inc.

**No. of Sq. Ft. and  
Cost/Month:** 2,555 sq. ft. @ \$1.04/sq. ft./mo. = \$2,657 rent/month

**Annual Cost:** \$31,884

**% Increase over  
1990-91:** None

**Utilities and Janitor  
Provided by Lessor: Yes**

**Term of Lease:** Month-to-Month beginning July 1, 1991

**Right of Renewal:** This space is to be leased on a month-to-month basis commencing July 1, 1991, for a period not to exceed one year, because the lessor wishes to maximize its options.

**Source of Funds:** 100% General Fund

\*\*\*\*\*

(16) **Location:** 3901 and 3905 Mission Street, 200 and 226 College Avenue

**Purpose of Lease:** Geriatric Outpatient Mental Health Clinic (CMHS)

**Lessor:** Giovacchino and Armando Diodati

No. of Sq. Ft. and  
Cost/Month: 2,570 sq. ft. @ \$1.00/sq. ft./mo. = \$2,570.00 base  
rent/month  
Base Rent \$2,570.00  
Janitorial Allowance 314.46  
Total Rent \$2,884.46

Annual Cost: \$34,614

% Decrease over  
1990-91: 11%

Utilities and Janitor  
Provided by Lessor: Janitorial only

Term of Lease: July 1, 1991 to June 30, 1992

Right of Renewal: 3 one-year option periods remain

Source of Funds: 55% State funds and 45% General Fund

\*\*\*\*\*

(17) Location: 615 Grant Avenue (portion of 3rd floor)

Purpose of Lease: Outpatient Mental Health Clinic (CMHS)

Lessor: Patrick and Esther Leung

No. of Sq. Ft. and  
Cost/Month: 3,815 sq. ft. @ \$0.91/sq. ft./mo. = \$3,471.65 base  
rent/month  
Base Rent \$3,471.65  
Janitorial Allowance 532.00  
Total Rent \$4,003.65

Annual Cost: \$48,044

% Increase over  
1990-91: 9%

Utilities and Janitor  
Provided by Lessor: Janitorial only

Term of Lease: July 1, 1991 to June 30, 1992

Right of Renewal: 4 one-year option periods remain

Source of Funds: 55% State funds and 45% General Fund

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\*\*\*\*\*

(18) **Location:** 615 Grant Avenue (entire 4th floor)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Patrick and Esther Leung

**No. of Sq. Ft. and Cost/Month:** 4,165 sq. ft. @ \$0.93/sq. ft./mo. = \$3,873.45 rent/month

**Annual Cost:** \$46,481

**% Increase over 1990-91:** 4.7%

**Utilities and Janitor Provided by Lessor:** No

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 4 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(19) **Location:** 471 Jessie Street (ground floor)

**Purpose of Lease:** Substitute Payee Program (CMHS and Public Administrator/Guardian, DPH will continue to pay the rent)

**Lessor:** Susan McAllister Moxon

**No. of Sq. Ft. and Cost/Month:**

1,500 sq. ft. @ \$1.00/sq. ft./mo. = \$1,500 base rent/month	
Base Rent	\$1,500
Janitorial Allowance	212
Total Rent	\$1,712

**Annual Cost:** \$20,544

**% Decrease over 1990-91:** 18%

**Utilities and Janitor Provided by Lessor:** Janitorial only.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Term of Lease:** July 1, 1991 to June 30, 1992  
**Right of Renewal:** 4 one-year option periods remain  
**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(20) **Location:** 471 Jessie Street (second and third floors)

**Purpose of Lease:** Outpatient Mental Health Clinic(CMHS)

**Lessor:** Susan McAllister Moxon

**No. of Sq. Ft. and**

**Cost/Month:** 2,824 sq. ft. @ \$0.85/sq. ft./mo. = \$2,400 base rent/month  
Base Rent \$2,400  
Janitorial 458  
Total \$2,858

**Annual Cost:** \$34,296

**% Decrease over**  
**1990-91:** 22%

**Utilities and Janitor**

**Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 4 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

(21) **Location:** 755 - 61 South Van Ness Avenue

**Purpose of Lease:** Outpatient Mental Health Clinic(CMHS)

**Lessor:** AIM Development

**No. of Sq. Ft. and**

**Cost/Month:** 7,101 sq. ft. @ \$0.73/sq. ft./mo. = \$5,154 rent/month

**Annual Cost:** \$61,848

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**% Increase over  
1990-91:** 5%

**Utilities and Janitor  
Provided by Lessor:** No

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 4 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

**(22) Location:** 4190 - Mission Street (ground floor)

**Purpose of Lease:** Outpatient Mental Health Clinic (CMHS)

**Lessor:** Servidores De Jesus, Inc.

**No. of Sq. Ft. and  
Cost/Month:** 3,600 sq. ft. @ \$0.81/sq. ft./mo. = \$2,925.05 rent/month

**Annual Cost:** \$35,101

**% Increase over  
1990-91:** 4.4%

**Utilities and Janitor  
Provided by Lessor:** Janitorial only

**Term of Lease:** July 1, 1991 to June 30, 1992

**Right of Renewal:** 4 one-year option periods remain

**Source of Funds:** 55% State funds and 45% General Fund

\*\*\*\*\*

**Comments:** 1.The Real Estate Department reports that the proposed rents reflect fair market value. Leases 16, 19 and 20 are decreasing to adjust the monthly rent to the current fair market rental values.

2. In 1990-91 the DPH performed the Senior Information Referral and Health Promotions Program (Lease No. 14) with approximately one-half of the funding coming from the Commission on Aging (COA) and the other half funded by DPH. For 1991-92 the DPH will no longer

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

perform the program or fund one-half of the program beyond the month of July 1991. The COA's 1991-92 budget includes the same level of funding for the program as in 1990-91. If the program is to continue beyond July 31, 1991, the positions must be created in a new department and additional funding appropriated to supplant the portion previously budgeted by DPH. The Finance Committee's 1991-92 budget recommendations include a reserve of \$213,000 dedicated to funding a Supplemental Appropriation Ordinance and Annual Salary Ordinance amendment (ordinance) to create the program positions in the COA department and fund the approximately one-half of the program costs not funded by DPH. In any case, according to the proposed resolution, the lease of property to house the program is subject to appropriation of funding.

3. For 1991-92, the check writing function of the Substitute Payee Program (Lease No. 19) is being transferred from DPH to the Public Administrator/Guardian. DPH will continue to perform the case management function and pay the rent in 1991-92.

4. Ms. Monique Zmuda, CMHS, indicates that leases 5, 7, 18 and 21 should be renewed/extended on a month-to-month basis in order to give CMHS flexibility in consolidating their clinic operations.

**Recommendation:**

1. Amend the proposed resolution to stipulate that leases 5, 7, 18 and 21 would be on a month-to-month basis rather than on a one-year basis as requested by CMHS.

2. Approve the proposed resolution as amended.



Item 1v - File 64-91-20

**Department:** Real Estate Department  
Public Utilities Commission (PUC)

**Item:** Resolution authorizing extension of two leases.

**Lessor:** University of California, Hastings College of Law

**Utilities and Janitor Provided by Lessor:** Yes

\*\*\*\*\*

**(1) Location:** 100 McAllister Street, Rooms 404, 405, 406 and 409.

**Purpose of Lease:** Office space for the PUC's Office of Safety and Health, and the Manager, Bureau of Claims and Contracts.

**# of Sq. Ft. and Cost/Month:** July 1, 1991 - December 31, 1991:  
1,859 sq.ft. @ \$1.15/sq.ft./mo. = \$2,138 rent/month

January 1, 1991 - June 30, 1991:  
1,859 sq. ft. @ \$1.20/sq. ft./mo. = \$2,223 rent/month

**Annual Cost:** \$26,166

**% Change from 1990-91:** 9 percent increase.

**Term of Lease:** This space is to be leased on a month-to-month basis commencing July 1, 1991, until terminated by either party upon thirty (30) days advance written notice, and not to exceed 12 months.

**Source of Funds:** 9.93 percent Hetch Hetchy, 14.21 percent Water Department, 41.72 percent MUNI revenue, and 34.14 percent General Fund

\*\*\*\*\*

**(2) Location:** 100 McAllister Street (Rooms 401, 402 and 403)

**Purpose of Lease:** Office space for the PUC's Bureau of Energy Conservation

**Number of Sq. Ft. and Cost/Month:** 1,276 sq. ft. @ \$1.40/sq. ft. = \$1,786/month

**Annual Cost:** \$21,432

**% Increase Over  
1990-91:** 10 percent increase

**Source of Funds:** Hetch Hetchy Funds

**Term of Lease:** July 1, 1991 through June 30, 1992

**Right of Renewal:** 1 one-year option remains for July 1, 1992 through June 30, 1993

**Comments:** 1. The street address in Section 2 of the proposed resolution is incomplete. Therefore, Section 2 should be amended to include the address 100 McAllister Street.

2. Mr. Phil Aissen of the Real Estate Department reports that the lease of 100 McAllister Street, Rooms 404, 405, 406 and 409 would be month-to-month because the Bureau of Claims and Contracts was considering moving to 1155 Market Street at the time the lease was signed. A month-to-month lease affords the City greater flexibility should the Bureau decide to move, Mr. Aissen asserts.

3. The annual rent increases of nine and ten percent for the proposed two leases are pursuant to previously negotiated lease agreements, according to Mr. Aissen.

4. The Real Estate Department reports that the proposed rent represents fair market value.

**Recommendation:** Amend Section 2 of the proposed resolution to include the address 100 McAllister Street. Approve the proposed resolution as amended.

Item 1w - File 64-91-21

**Department:** District Attorney  
Real Estate Department

**Item:** Resolution authorizing the renewal of a lease of real property for the District Attorney's Office.

**Location:** 732 Brannan Street, 2nd Floor

**Purpose of Lease:** Office space for the District Attorney's Consumer Fraud and Special Prosecution Units

**Lessor:** First California Investments

**No. of Sq. Ft. and Cost per Month:** 8,000 square feet @ \$1.26/square feet/month = approximately \$10,083 per month

**Annual Cost:** \$120,996

**% Increase Over 1989-90:** Approximately 5% over the 1990-91 rate of \$9,609 per month

**Utilities and Janitor Services Provided by Lessor:** Janitorial costs are included in the monthly rental rate for the property. The City funds the cost of utilities, water and scavenger services.

**Term of Lease:** July 1, 1991 through June 30, 1992

**Right of Renewal:** The proposed lease renewal would continue on a month-to-month basis for a period not to exceed one year, and contains no options to renew.

**Source of Funds:** The annual proposed rent of \$120,996 would be funded through the General Fund, and the funds are subject to being approved in the Annual Appropriation Ordinance for Fiscal Year 1991-92. Although the annual proposed rent would only be \$120,996, \$120,996.50 is being requested from the General Fund because the annual cost was approximated.

**Comments:** 1. Mr. Gerald Romani of the Real Estate Department reports that the proposed lease would continue on a month-to-month basis because the Real Estate Department is exploring possible alternative sites, within close proximity to the Hall of Justice for relocation. Mr. Romani explains that the building at 732 Brannan Street does not have an elevator and as such, the second floor is not handicap accessible. However, Mr.

Romani advises that the department has not been able to find an alternate site. Therefore, the decision was made to renew the lease at 732 Brannan Street on a month-to-month basis.

2. Mr. Romani also reports that the proposed monthly rental rate of \$10,083 represents the fair market value for the property. Mr. Romani explains that the proposed increase in the rental rate is justifiable because of the low availability of office space in the area, and because the terms of the proposed lease are on a month-to-month basis. If an alternate site is found, the District Attorney's Office would be able to occupy the alternate site within thirty days.

**Recommendation:** Approve the proposed lease.

Item 2 - File 118-90-8

**Department:** Department of Public Health, Toxics and Safety Services

**Item:** Ordinance amending Part II, Chapter 5 of the San Francisco Municipal Code by adding Section 1310 to provide for application fees for variances and exemptions from the requirements of the video display terminals worker safety ordinance.

**Description:** In January of 1991, the Board of Supervisors approved an ordinance mandating VDT worker safety regulations, which includes the implementation of certain workstation requirements within two years for the City and County as well for San Francisco businesses.

The VDT ordinance also provided for an exemption/variance process whereby businesses could apply for variances or exemptions from the mandates of the ordinance. A variance would be granted if the employer shows that "an alternative program, method, practice, means, device, or process will provide equal or superior safety for VDT operators" as compared to the ordinance requirements. An exemption would be granted for a period of up to two years if the employer shows that:

- Their business requires the use of specialized VDT or workstation equipment, which does not conform to the rules defined in the VDT ordinance; and
- Using equipment that conforms to the VDT ordinance adversely affects task or work operations.

However, the VDT ordinance does not include the amount of fees to be charged for the variance/exemption process in the original ordinance.

This proposed ordinance would implement a variance/exemption appeals fee of \$225.00 to cover the administrative costs of reviewing and processing applications for variances to the VDT ordinance. To determine the proposed fee of \$225.00, the Bureau of Toxics and Safety Services of the Department of Public Health estimated an average time requirement of three staff hours to fully process a variance application, and an average cost of \$75.00 per hour. Based on these estimates, the Bureau calculated the fee for variance/exemptions to be \$225.00.

**Comments:**

1. According to Mr. William Lee of the Bureau of Toxics and Safety Services, the average cost per hour of \$75.00 includes:

	<u>Hourly rate</u>
• Salaries, mandatory fringe benefits and associated operating expenditures	\$50.00
• Administrative overhead including training, staff support to VDT advisory commission, research and documentation, support staff, and City Attorney	19.00
• DPH accounting overhead (8 percent of above two items.)	<u>5.52</u>
Total	\$74.52*

\*Total hourly rate was rounded to the nearest dollar.

2. It should be noted that the above cost estimates do not include time for investigations of complaints, which is provided for under the ordinance. This proposed ordinance only provides for the recovery of costs through fees of the variance /exemptions appeals process. The Bureau of Toxics and Safety Services intends to submit supplemental appropriation legislation, at a later date, to pay for additional staffing to enforce the ordinance, once the Bureau has determined the additional workload imposed by the ordinance.

3. The estimated revenues from the proposed fees would depend on the number of applications for exemptions/variances. Mr. Lee estimates that perhaps 10-20 businesses may apply for an exemption. Assuming a proposed fee of \$225.00, the projected fee revenues would range between \$2,250 to \$4,500.

4. According to Mr. Lee, the proposed ordinance would take effect January 26, 1992, one year after the effective date of the original VDT ordinance.



5. The Budget Analyst notes that the proposed fees do not include any recovery of City-wide indirect costs. According to Mr. John Madden of the Controller's Office, City-wide indirect costs would normally be included in the calculation of the application fee. Ms. Cynthia Batista of the Department of Public Health advises that, in estimating City-wide overhead costs for DPH grant programs as well as other programs requiring fees, DPH uses an overhead rate of 12 percent of personnel costs. If City-wide indirect costs are included, the approximate hourly cost of processing the variance/exemption applications would increase by \$8, from \$75 to a total estimated hourly cost of \$83. Assuming three hours of processing time for staff, as estimated by the Bureau of Toxics and Safety Services, the overall estimated fee for variances/exemptions would be \$249, instead of \$225. Further assuming a workload of between 10 and 20 applications, the estimated fee revenues to the City would increase to between \$2,490 and \$4,980 from the original range of between \$2,250 and \$4,500.

6. Mr. Lee states that because the Bureau does not expect a high volume of applications for variances/exemptions to be processed, the incremental impact on City-wide indirect services would be minimal. Toxics and Safety Services staff, therefore, did not include City-wide indirect costs in the calculation of the application fee.

**Recommendation:** Approval of the proposed ordinance, which does not include recovery of City-wide overhead costs, is a policy matter for the Board of Supervisors.



Item 3 - File 193-91-5

**Item:** Resolution urging the Mayor to urge the Recreation and Park Commission to use funds available to the Commission to establish a Summer day camp for children 13 and older at Candlestick Park this Summer, and requesting the Commission to advise the Board of Supervisors of the success of the Commission's efforts to establish the camp.

**Description:** The Recreation and Park Commission was proposing to include a Summer day camp at Candlestick Park entitled "Sports Camp II" for 13 to 16 year olds in their FY 1991-92 budget. The Department intended to use approximately \$53,000 from the Candlestick Park Fund to finance the proposed Sports Camp II. Upon advisement from the Mayor's Office not to include new programs in FY 1991-92 budgets, the Department decided not to include "Sports Camp II" in the Recreation and Park Department's FY 1991-92 budget.

Sports Camp II would have taken place during an eight-week period from July 1 through August 31 for eight hours a day, five days a week. Approximately 50 to 60 teenagers would attend each week for a total of approximately 400 teens during the Summer. According to Mr. Joel Robinson of the Recreation and Park Department, Sports Camp II would teach teenagers a variety of sports as well as expose the teens to career opportunities associated with sports such as being a scoreboard operator or a referee.

**Comment:** 1. According to Mr. Robinson, the Department has not established a fee schedule for Sports Camp II. Mr. Robinson advises that the fee would probably be around \$35 a week for a total of approximately \$14,000 per summer in revenue.

2. Mr. Robinson reports that it is too late to plan Sports Camp II to begin in the Summer of 1991. Mr. Robinson advises that the Department would not have enough time to advertise it as well as plan the Camp's activities.

**Recommendation:** The proposed resolution is a policy matter for the Board of Supervisors.



Item 4 - File 127-91-11

This item is a request to consider raising the Payroll and Gross Receipts Tax rates by 0.1 percent. The City Attorney is preparing an ordinance to amend the San Francisco Municipal Code to increase the City's Payroll Tax and Gross Receipts Tax rates by .1 percent from 1.5 percent to 1.6 percent to be effective July 1, 1991 (Payroll and Gross Receipts Taxes are due annually on February 28).

Businesses in San Francisco with a tax liability in excess of \$2,500 must pay either the Payroll Tax or Gross Receipts Tax to the City, whichever is higher. Currently, the Payroll Tax rate is 1.5 percent and the Gross Receipts Tax rate generally ranges from \$1.23 to \$3.00 per \$1,000 of gross receipts depending on the type of business. Each business is required to compute both its Payroll and Gross Receipts Tax liability and to pay the higher of these two amounts to the City unless neither computation exceeds \$2,500 in which case no Payroll or Gross Receipts taxes are to be paid to the City. However, businesses must also pay a \$150 Annual Business Tax Registration Fee unless the gross receipts of the businesses are less than \$15,000 annually.

In July of 1988, the Board of Supervisors approved an amendment to Section 903 of Part III, Article 12-A of the Municipal Code, which increased the Payroll Tax from 1.5 percent to 1.6 percent annually (Ordinance No. 357-88) and increased the comparable Gross Receipts Tax rates for the various categories of businesses identified in the Municipal Code (Ordinance No. 358-88). Both Ordinance No. 357-88 and 358-88 became effective July 1, 1988. Both of these ordinances also contained a sunset clause, which stated that the 1.6 percent Payroll Tax rate and comparable Gross Receipts Tax rates would remain in effect only until July 1, 1989 unless extended by separate legislation of the Board of Supervisors.

In July of 1989, the Board of Supervisors extended the 1.6 percent payroll tax and associated gross receipts tax rates until July 1, 1990 (Ordinance Nos. 250-89 and 251-89).

During the 1990-91 budget process, the Board of Supervisors did not extend the 1.6 percent Payroll Tax and associated Gross Receipts Tax rates. Therefore, as of July 1, 1990, the Payroll Tax returned to the current 1.5 percent rate with the comparable reduction of the Gross Receipts Tax rates. The proposed legislation would increase the current 1.5 percent Payroll Tax rate and the comparable Gross Receipts Tax rates back to the prior 1.6 percent rates.

Comments

1. According to the 1991-92 adjusted Annual Appropriation Ordinance, the current 1.5 percent Payroll Tax and comparable Gross Receipts Tax rates are projected to generate a total of \$147,200,000 in revenue for the City. According to the Budget Analyst and Mr. John Madden of the Controller's Office, if the proposed ordinance is approved, the City's 1991-92 annual revenues would be increased by an estimated \$9,800,000 for the combined Payroll Tax and Gross Receipts Tax.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. As previously noted, in addition to the Payroll and Gross Receipts Taxes, all San Francisco businesses with gross receipts in excess of \$15,000 must pay the City's current annual \$150 Annual Business Tax Registration Fee. In prior years, the City's Annual Business Tax Registration Fee could be taken as a credit against the amount of Payroll or Gross Receipts Taxes which were owed to the City. However, beginning in fiscal year 1990-91, credits against the Payroll and Gross Receipts Taxes paid are no longer granted for the payment of the \$150 Annual Business Tax Registration Fee. This \$150 Annual Business Tax Registration Fee generates an estimated \$7,400,000 annually.

3. According to Mr. Jack Doherty of the City Attorney's Office, legislation is also being drafted (File 127-91-10) to phase out this \$150 Annual Business Tax Registration Fee over a two-year period. If such legislation is approved by the Board of Supervisors, revenues would decrease by an estimated \$3,700,000 in its first full year of implementation and by \$7,400,000 over two years. The Fee would be reduced from \$150 to \$75 in the first year and there would be no fee in the second year.

#### Recommendation

The proposed ordinance to increase the current Payroll Tax rate by .1 percent from 1.5 percent to 1.6 percent and the corresponding increase to the Gross Receipts Tax rate is a policy matter for the Board of Supervisors.



Item 5 - File 117-91-1

**Note:** This item was continued at the June 12, 1991, Finance Committee meeting pending review and approval of the proposed new rates by the Fire Commission.

**Department:** Fire Department  
Bureau of Fire Prevention

**Item:** Ordinance to amend Fire Code Section 4.208 to increase property inspection fees for the review of plans submitted with building permit applications.

**Description:** Section 4.208 of the Fire Code requires that upon the application for a building permit, fees shall be collected to compensate the Fire Department for the costs of checking the building plans for compliance with fire safety regulations. These fees are based on valuation of the construction work to be performed. The current fees and the proposed fees are as follows (the "Additional" fee amount is added for every \$1,000 in valuation exceeding the "Over" valuation limit):

<u>Valuation</u>		<u>Current Fees</u>		<u>Proposed Fees</u>	
<u>Over</u>	<u>Not More Than</u>	<u>Basic Amount</u>	<u>Additional Amount</u>	<u>Basic Amount</u>	<u>Additional Amount</u>
0	\$ 1,000	\$24	-	\$ 25	
\$ 1,000	5,000	24	\$5.25	25	\$7.50
5,000	10,000	45	2.80	55	5.00
10,000	50,000	59	1.275	80	2.50
50,000	100,000	110	0.70	180	1.60
100,000	500,000	145	0.325	260	0.70
500,000	2,500,000	275	0.12	540	0.38
2,500,000	5 million	515	0.064	1,300	0.24
5 million	15 million	675	0.0375	1,900	0.15
15 million	30 million	1,050	0.022	3,400	0.09
30 million	50 million	1,380	0.015	4,750	0.0625
50 million	100 million	1,680	0.0104	6,100	0.05
100 million	-	2,200	0.005	8,600	0.03

Section 4.208 also provides that when a field inspection is necessary in conjunction with checking for fire safety compliance, the Fire Department shall charge for field inspections as follows:

<u>Valuation</u>		<u>Fee</u>	
<u>Over</u>	<u>Not More Than</u>	<u>Current</u>	<u>Proposed</u>
0	\$50,000	\$60.00	\$62.50
\$50,000	500,000	120.00	125.00
500,000	-	180.00 *	187.50*

\*If more than three hours of field inspection time is required, the hours exceeding three will be charged at the rate of \$62.50 per hour (current rate is \$60.00).

Section 4.201 of the San Francisco Fire Code requires annual readjustment of these fees. However, plan checking fees have not changed since their inception in 1987 and field inspection fees have not changed since their inception in 1988.

Plan checking and field inspection fees are levied to recover the costs incurred by the Bureau of Fire Prevention to perform these functions. The Bureau of Fire Prevention estimates the 1991-92 costs for plan checking services as follows:

Salaries and Fringe Benefits for 6.5 FTE	\$498,075
Code updates	525
6 - Computer Workstations	<u>23,400</u>
Total	\$522,000

Field inspections are performed by H4 Inspectors of the Bureau of Fire Prevention whose hourly pay and fringe benefits total approximately \$40 per hour.

**Comments:**

1. Mr. Robert Fuller, of the Bureau of Fire Prevention, indicates that the proposed fee increase for plan checking would adjust the fee schedule structure to require larger construction projects to pay for their full share of costs. According to Mr. Fuller, current fees for the larger construction projects do not recover the full cost of the plan checking.

2. Mr. Fuller states that there is insufficient historical data to determine whether the proposed fee increases for plan checking will fully recover the corresponding costs. Mr. Fuller further states that the calculations that resulted in the proposed new fees were reviewed by persons in the Department of Public Works Bureau of Building Inspection and outside architects who concurred that the proposed new fees are reasonable. Mr. Fuller estimates that plan checking fees recovered approximately \$469,701 of costs in 1990-91.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 10, 1991

**Recommendation:** Approve the proposed ordinance.



Item 6 - File 127-91-9

This is a draft ordinance amending Part III of the City's Municipal Code by repealing Sections 601, 602A, 602.5, 602.5-1, 603 through 608, 610, 615 and 618 and by adding new Sections 601 through 612 to convert the tax to a tax on operators at the rate of \$11 per year per stall, plus a \$2 per year per stall surtax for valet parking stalls.

Description

The proposed draft ordinance would amend the City's Municipal Code by eliminating the existing Parking Tax percentage formula and replace it with an annual fee per parking stall that the parking lot operators would be responsible for paying. The annual fees would be \$11 per parking stall per year plus a \$2 surcharge for valet parking per parking stall per year. However, the author of the proposed ordinance has reported that the charge should be \$11 per month (not per year) per parking stall plus a \$2 surcharge per month (not per year) for valet parking.

The proposed draft ordinance would include in its definition of parking station any outdoor space, building, or structure or any portion thereof, where motor vehicles may be parked, stored, housed or kept in exchange for rent. The total number of parking stalls in a parking station would be determined by dividing the total area of the parking station measured in square feet by 230, and then rounding to the nearest whole number. Verification of the stall calculation would be submitted by the parking station operator by submitting either of the following:

1. A report prepared by an architect or civil engineer duly licensed by the State which attests to the total square footage.
2. A certified copy of a blueprint or plan of the parking station filed and on record with the City which sets forth the total square footage of the parking station.

Comments

1. According to Ms. Julie DiGregorio, representative of the Parking Industry, a study conducted by Twitchel Consultants reported that San Francisco currently has approximately 109,049 parking stalls in the downtown area and 80,000 parking stalls in the rest of the City for a total of approximately 190,000 parking stalls. According to the Twitchel report, the 109,049 parking stalls downtown are mostly valet parking stalls.

2. Mr. Tim Johnson of the Department of Parking and Traffic reports that DPT is unable to concur with the estimated 190,000 parking stalls in San Francisco. The Budget Analyst notes that the 190,000 estimate includes parking stalls located at gas stations, under the freeway, hotels and other parking areas that would be exempt from the proposed ordinance. According to Mr. Bill Wycko of the Department of City Planning, there are approximately 50,000 parking stalls

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

in the downtown area and 59,000 parking stalls in the rest of the City for a total of approximately 109,000 stalls Citywide that would be included in the proposed ordinance. Mr. Richard Sullivan of the Tax Collector's Office reports that 109,000 is a reasonable estimate of the number of parking stalls in the City. Mr. Wycko advises that the 109,000 is only an estimate and that the Department of City Planning will be conducting a new survey of parking stalls sometime in August of 1991.

3. Using the proposed \$11 per month parking stall fee, the \$2 per month valet parking fee and the Parking Industry's estimated 190,000 parking stalls, the proposed ordinance would generate approximately \$27,696,000. Using the Department of City Planning's estimate of 109,000 parking stalls, the proposed ordinance would generate approximately \$15,588,000 as reflected in the table below. Based on these two estimates of the number of parking spaces, the tables below include monthly and annual fees and valet parking surcharge to calculate the amounts of additional revenue that could be generated. The total amount of revenue generated from the valet fee is based on the assumption that the estimated number of stalls in the downtown area are all valet parking stalls (i.e. 50,000 spaces for the low estimate and 109,049 for the high estimate) Both the Twitchel Consultants and the Department of City Planning report that approximately 50 percent of the City's off-street parking stalls are located downtown.

**Department of City Planning Estimate of 109,000 Parking Stalls**

<u>Monthly Fee</u>	<u>Annual Fee</u>	<u>Subtotal</u>	<u>±</u>	<u>Valet Fee</u>	<u>≡</u>	<u>Total Revenue</u>
\$11	\$132	\$14,388,000		\$1,200,000		\$15,588,000
12	144	15,696,000		1,200,000		16,896,000
13	156	17,004,000		1,200,000		18,204,000
14	168	18,312,000		1,200,000		19,512,000
15	180	19,620,000		1,200,000		20,820,000
16	192	20,928,000		1,200,000		22,128,000
17	204	22,236,000		1,200,000		23,436,000
18	216	23,544,000		1,200,000		24,744,000
19	228	24,852,000		1,200,000		26,052,000
20	240	26,160,000		1,200,000		27,360,000
21	252	27,468,000		1,200,000		28,668,000
22	264	28,776,000		1,200,000		29,976,000
23	276	30,084,000		1,200,000		31,284,000
24	288	31,392,000		1,200,000		32,592,000
25	300	32,700,000		1,200,000		33,900,000
26	312	34,008,000		1,200,000		35,208,000



**Twitchel Consultants Estimate of 190,000 Parking Stalls**

<u>Monthly Fee</u>	<u>Annual Fee</u>	<u>Subtotal</u>	<u>±</u>	<u>Valet Fee</u>	<u>≡</u>	<u>Total Revenue</u>
\$11	\$132	\$25,080,000		\$2,616,000		\$27,696,000
12	144	27,360,000		2,616,000		29,976,000
13	156	29,640,000		2,616,000		32,256,000
14	168	31,920,000		2,616,000		34,536,000
15	180	34,200,000		2,616,000		36,816,000

4. The City currently collects approximately \$24 million annually, including \$6 million allocated to the Senior Citizens Programs Fund, from the City's Parking Tax based on a 15 percent Parking Tax and a five percent Parking Tax Surcharge rate of parking fees charged at City-owned garages and privately owned garages. In addition, the Mayor's 1991-92 budget includes \$5.5 million (11 months in fiscal year 1991-92) in revenue to be generated by increasing the City's Parking Tax Surcharge by five percent for a total of \$29.5 million in revenue generated by the Parking Tax for fiscal year 1991-92. The ordinance proposing this additional five percent Parking Tax Surcharge increase is currently before the Finance Committee ( see Item 7, File 127-91-8 of this report).

5. The proposed ordinance is based on a flat fee and does not include provisions for inflation. The current parking tax, which is based on a percent of the rate paid, automatically increases revenues to the City as rates or total parking revenues increase. Under the proposed ordinance, the Board of Supervisors would have to amend the ordinance to increase the parking stall rate.

6. According to Mr. Sullivan, the proposed ordinance does not take into account the various prices charged at different parking lots throughout the City. For example, one parking lot downtown may charge \$1 for every 30 minutes or approximately \$16 per day to park in one stall while a smaller lot in a more inconvenient location charges \$4 for the entire day for one stall. Under the proposed ordinance, both parking lots would pay the same for each stall regardless of the amount of revenue the parking lot generates from the stalls. According to Mr. Sullivan, this could result in less parking revenues and less profits at the smaller, less expensive parking lots which, in turn, could decrease the amount of revenues which the City would be able to generate under the proposed fixed fee plan. In addition, the valet parking lots can accommodate more cars per square foot than the nonvalet parking lots, making it difficult to estimate the actual number of parking stalls.

7. The proposed parking stall fee is not a special tax and would be deposited to the City's General Fund. If this legislation were approved, it is anticipated that the Mayor and the Board of Supervisors would then appropriate a portion of these funds for use by the Commission on Aging to continue to provide services for senior citizens since presently, as previously noted, approximately \$6 million from the City's Parking Tax is annually appropriated to the Senior Citizens Programs Fund.

**Recommendations**

1. The proposed ordinance is a policy matter for the Board of Supervisors.
2. If the Board of Supervisors decides to adopt the proposed ordinance, it should be amended to read the amount per stall fee per month plus the amount per stall surtax for valet parking per month instead of per year.

Item 7 - File 127-91-8

**Item:** Ordinance which amends the Municipal Code to increase the Parking Tax Surcharge from 5% to 10% effective August 1, 1991.

The proposed legislation would end the deferral of the additional 5% parking tax surcharge. This would increase the total Parking Tax and the Parking Tax Surcharges from 20% to 25%, or an increase of 25%, as follows:

Current Parking Tax	15%
Current Parking Tax Surcharge	<u>5%</u>
Current Total Parking Tax and Surcharge	20%
Deferred Parking Surcharge never implemented for collection	<u>5%</u>
Proposed Total 15% Parking Tax and 10% Parking Tax Surcharge	25%

**Description:** In June of 1980, the voters in San Francisco approved a 10% Parking Tax Surcharge (Proposition R) in addition to the existing 15% Parking Tax, thereby increasing the effective Parking Tax rate from 15% to 25% of parking fees charged at City-owned garages and privately-owned garages. After approval of this increase by the voters in June of 1980, the Board of Supervisors approved five six-month deferrals and one three-year deferral of its implementation. In December of 1985, the Board of Supervisors lifted the deferral on 5% of the deferred 10% Surcharge, effective March 1, 1986, thereby effecting a 20% total Parking Tax and Surcharge, and continued to defer the remaining 5% of the 10% Parking Tax Surcharge authorized by the voters in 1980. Therefore, the total effective Parking Tax continues presently to be 20% (15% Parking Tax plus 5% Parking Tax Surcharge).

**Comments:**

1. Two-thirds of the present 15% Parking Tax is allocated to the General Fund and one third of the 15% Parking Tax is allocated to the Senior Citizens Programs Fund. Proposition R required that the revenue from the additional 10% Parking Tax Surcharge be deposited entirely in the City's General Fund. The current 5% surcharge is allocated entirely to the General Fund.

2. The estimated amounts of the Parking Tax and the Parking Tax Surcharge, as included in the Mayor's recommended 1991-92 budget amount, are as follows:

	Total <u>Amount</u>	Amount Allocated to <u>General Fund</u>	Amount Allocated to Senior Citizens Programs <u>Fund</u>
15% Parking Tax	\$18,000,000	\$12,000,000	\$6,000,000
5% Parking Tax Surcharge	6,000,000	6,000,000	-
5% Parking Tax Surcharge (Proposed)	5,500,000*	5,500,000*	-
Total 15% Parking Tax and 10% Parking Tax Surcharge	<u>\$29,500,000</u>	<u>\$23,500,000</u>	<u>\$6,000,000*</u>

\* Assumes an effective date of August 1, 1991.

3. As noted above, assuming an effective date of August 1, 1991 the implementation of the additional five percent Parking Tax Surcharge would generate \$5,500,000 in Fiscal Year 1991-92. However, according to Mr. Richard Sullivan of the Tax Collector's Office, the additional surcharge could not be effective prior to September 1, 1991 because the August 1, 1991 date does not provide sufficient time for the City-owned garages and the private parking facility operators to change signs and take care of various other administrative requirements, including the passage of necessary legislation for the City-owned garages. These matters must be completed in order to collect the proposed additional five percent Parking Tax Surcharge. Mr. Sullivan recommends an effective date of September 1, 1991, which he believes would be a reasonable date to begin the imposition of the proposed additional five percent Parking Tax Surcharge. Therefore, the estimated revenues to be generated from this surcharge for Fiscal Year 1991-92 would be \$5 million, instead of \$5.5 million.

4. Another ordinance is also being introduced at the July 10, 1991 Finance Committee meeting which will propose to eliminate the current Parking Tax percentage formula and replace it with an annual fee per parking stall. The annual fees would be \$11 per parking stall per month or \$132 per year plus a \$2 surcharge for valet parking per parking stall per month (see Item 6, File 127-91-9).

**Recommendations:** 1. Implementation of an additional 5% Parking Tax Surcharge is a policy decision for the Board of Supervisors.

2. If the Board of Supervisors decides to adopt the proposed ordinance, it should be amended by changing the operative date from August 1, 1991 to September 1, 1991.





Item 8 - File 127-91-12

This item is a hearing to consider increasing the real property transfer tax to \$3.75 per \$500 of value with an exemption for sales to first time homebuyers.

Part III, Article 12 C, Section 1102 of the City's Municipal Code currently states that for each deed for which any land or other property sold within the City and County of San Francisco is transferred or otherwise conveyed to any other person or persons, when the value of the interest or property conveyed exceeds \$100, a tax at the rate of \$2.50 for each \$500 or fraction thereof shall be imposed. This tax is referred to as the real property transfer tax. The proposed item would increase the City's real property transfer tax rate from \$2.50 per \$500 of value to \$3.75 per \$500 of value, a 50 percent increase.

The author of the proposed item reports that the City Attorney's Office is currently drafting a proposed ordinance regarding this matter. According to the author of the proposed legislation, the proposed ordinance would not exempt first time homebuyers, but rather, would exempt properties with a value of \$400,000 or less from the proposed increased portion of the transfer tax rate.

Comments

1. As noted above, the proposed ordinance would increase the City's real property transfer tax rate from \$2.50 per \$500 of value to \$3.75 per \$500 of value, a 50 percent increase. It should be noted that in terms of the actual cost of this tax to the public, the real property transfer tax currently represents \$5 per \$1,000 of value, or one-half of one percent of the value of the property. The proposed ordinance would increase this cost from one-half of one percent to three-fourths of one percent, or \$7.50 per \$1,000 of value.

2. Under the existing provisions, a property selling for \$500,000 would result in a total of \$2,500 of transfer tax revenues to the City. Under the proposed ordinance, the same property selling for \$500,000 would result in a total of \$3,750 of transfer tax revenues to the City, or an increase of \$1,250. However, as noted above, there would be no increase in the existing transfer tax rate for those properties of \$400,000 or less.

3. Mr. Bruce Jamison of the Recorder's Office reports that the general practice in San Francisco is for the seller to pay the real property transfer tax. However, there is no legal requirement that the seller must pay the tax and the payment of the transfer tax can be negotiated between the seller and the buyer during the purchase of the property. According to Mr. Jamison, both the buyer and the seller are legally liable for payment of the property transfer tax.

4. A sample of properties, including residential and commercial properties, recorded in the City Recorder's Office between April and June, 1990 were reviewed by the Mayor's Office of Housing. Based on this review, a total of 34 percent of these properties' values were \$400,000 or less. Conversely, a total of 66 percent of these properties' values were over \$400,000, with 53 percent of these properties over \$750,000.

5. In the Mayor's proposed 1991-92 budget, the current real property transfer tax is estimated to generate \$18 million of revenue for the City. Under the proposed ordinance, given that the transfer tax rate is proposed to increase from \$2.50 to \$3.75 per \$500 of value, a 50 percent increase, it is reasonable to assume that the existing \$18 million of annual transfer tax revenues would similarly increase 50 percent, or \$9 million. However, the proposed ordinance's provision to exclude properties of \$400,000 or less from the proposed increase would reduce this additional revenue. Based on the Mayor's review that found that 34 percent of the properties recorded in 1990 were \$400,000 or less, if 34 percent of the additional revenue were excluded (\$3,060,000), the proposed ordinance would generate an estimated additional \$5,940,000 of annual revenue. Together with the existing budgeted revenue of \$18 million, the proposed ordinance would therefore generate a total of \$23,940,000 of transfer tax revenues in fiscal year 1991-92.

6. The Budget Analyst notes that the real property transfer tax revenues have decreased during the past year as the real estate industry has declined as a result of the recession. In 1989-90, the City received a total of approximately \$18.5 million of real property transfer taxes, in 1990-91, the City received a total of approximately \$13.7 million of real property transfer taxes and the City is presently budgeting a total of \$18 million of these revenues for 1991-92.

7. The proposed legislation does not include an effective date for the ordinance. Mr. Bruce Jamison of the Recorder's Office requests that, if the proposed ordinance is approved, consideration should be given to delaying the effective date of the legislation for 30 days to provide adequate notice to all real estate companies and title companies of the changes in the City's transfer tax rate. Providing such time will enable properties that have not entered escrow to include sufficient funds to pay the new taxes. If the effective date is postponed until September 1, 1991, based on the estimated revenues discussed above, the annualized additional amount of \$5,940,000 would be reduced by approximately \$990,000 to approximately \$4,950,000.

### Recommendation

Approval of a proposed ordinance to increase the City's real property transfer tax from \$2.50 to \$3.75 per \$500 of value and to exempt properties of \$400,000 or less is a policy matter for the Board of Supervisors.

Item 9 - File 124-91-4

**Department:** Department of Parking and Traffic (DPT)

**Item:** Ordinance amending Traffic Code by amending Section 202.C thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority for issuing contractor parking permits and to increase from \$100 per year to \$150 per one-half year the fee for issuance of said permits; by amending Section 308.3 thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority to issue educational institution parking permits and to increase from \$13 to \$20 the fee for issuance of said permits; by amending Section 314 thereof, to increase the annual fee for issuance and renewal of Residential Parking Permits from \$16 to \$20 and the six month fee from \$8 to \$10, to increase the fee for visitors permits from \$2 to \$5 per two week period and to increase the amount from specified permit fees that is deposited to the Road Fund.

**Description:** The following are the proposed parking permit fee increases:

<u>Permit Type</u>	<u>Current Annual Fee</u>	<u>Proposed Annual Fee</u>	<u>Percent Increase</u>
Contractor Parking Permit	\$100	\$300	200%
Educational Parking Permit	13	20	54
Residential Parking Permit	16	20	25
Visitor Parking Permit	2	5	150

In addition, the proposed ordinance would increase the amount from each permit deposited to the Road Fund by \$1 from \$3 to \$4 or a 33 percent increase. The proposed \$1 increase would add an additional \$85,810 to the Road Fund, from \$257,430 to \$343,240. According to Mr. Tim Johnson of the Department of Parking and Traffic, the proposed \$4 contribution to the Road Fund compensates DPT for time spent by the Traffic Engineering and Road Sign staff on parking permit related work.

Further, the proposed ordinance would amend the City's Traffic Code to extend the maximum period on the Visitor's Parking Permit from two-weeks to eight-weeks. The proposed \$5 fee for a Visitor's Parking Permit is for each consecutive two-week period.

**Comments:**

According to the Tax Collector, the City sold approximately 85,740 permits in FY 1990-91 as follows: 12,000 Contractor Parking Permits, 68,263 Residential and Educational Institutional Parking Permits and 5,477 Visitor Parking Permits. Based on the number of parking permits sold in FY 1990-91, the proposed parking permit fee increases would generate approximately \$3,989,654 additional revenues annually from \$1,002,991 to \$4,992,645. If the Board of Supervisors approves the proposed \$1 increase to the Road Fund, \$343,240 would be deposited to the Road Fund and \$4,649,405 would be deposited to the City's General Fund.

**Recommendation:** The proposed ordinance is a policy matter for the Board of Supervisors.

Item 10 - File 7-91-6

- Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)
- Item:** Resolution approving a revised fare schedule for the San Francisco Municipal Railway.
- Description:** The Mayor's proposed 1991-92 budget for the San Francisco Municipal Railway assumed an increase of \$4, from \$28 to \$32, in the MUNI Fast Pass fare. At its meeting of June 18, 1991, the PUC recommended a Fast Pass fare increase of \$2, instead of \$4, with corresponding expenditure reductions. The proposed resolution would approve the revised fare schedule as recommended by the PUC.
- The revenue projections for the proposed \$2 fare increase and corresponding expenditure reductions were included in the Finance Committee's 1991-92 Budget recommendations to the Board of Supervisors.
- MUNI expects to implement the \$2 Fast Pass fare increase on August 1, 1991. The new Fast Pass fare of \$30 would remain in effect through June 30, 1992.
- Comment:**
1. The PUC has submitted this resolution pursuant to Section 3.598 of the Charter, which provides that the Board of Supervisors review MUNI fare rates.
  2. The Budget Analyst has reviewed the PUC's revenue projections for 1991-92 with respect to the proposed MUNI Fast Pass fare increase. The revenue projections, as provided by the PUC, are reasonable. For the eleven month period beginning August 1, 1991 and ending June 30, 1992, the PUC estimates an increase in revenues of \$2.46 million, based on average monthly sales of 111,828 Fast Passes. The proposed \$2 fare increase would generate an increase of \$2.68 million annually.
  3. If the proposed fare increase is not approved, the Board of Supervisors would either have to reduce 1991-92 budgeted expenditures by \$2.46 million or provide for other revenues of \$2.46 million in order to maintain a balanced budget.



4. The City Attorney's Office advises that Section 2.28 of the Administrative Code requires a separate resolution finding that the proposed fare revision will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy. The PUC reports that it will submit the resolution for preparation in and reporting out by the Finance Committee.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

If the proposed resolution is approved, then prepare in and report out a separate resolution finding that the proposed fare increase will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy.



Item 11 - File 27-91-4

**Department:** Airports Commission

**Item:** Ordinance approving the reappraisal of Plot 22 and Pier 3 Bulk Fuel Storage and Wharf Area Lease between Shell Oil Company and the City and County of San Francisco, acting by and through its Airports Commission.

**Lessee:** Shell Oil Company

**Term:** This lease began July 6, 1976 and had an initial term of five years plus two ten-year options. The proposed ordinance would approve the reappraisal of this lease which pertains to the second and final ten-year option, beginning on July 1, 1991.

**Annual Amount:** \$128,775

**Description:** Shell Oil Company leases the Plot 22 and Pier 3 Bulk Fuel Storage and Wharf Area, where the Company stores, distributes, markets and sells petroleum products for aircraft. Large tanks for long-term fuel storage are located at Plot 22. Pier 3 contains smaller fuel tanks for day storage. According to the original five-year lease which began July 6, 1976, Shell Oil had one ten-year option to renew at the original rent of \$13,775 per year, and a second ten-year option to renew after reappraisal. The proposed ordinance would approve the reappraisal of Plot 22 and Pier 3.

**Comments:**

1. The annual rent paid by Shell Oil to the Airport for Plot 22 and Pier 3 Bulk Fuel Storage and Wharf area and for pipeline right-of-way by Shell Oil Company from July 6, 1976 to June 30, 1991 was \$13,775.
2. The second and final ten-year option of the 1976 lease requires a reappraisal of the leased lands. The recommendation of the Director of Property of the fair market value for Plot 22 (containing 2.32 acres) is \$45,000 per acre, or \$104,400. The Director's recommendation for Pier 3 (containing .08 acres) is \$37,500 per acre, or \$3,000. The Director's recommendation for pipeline right-of-way (containing .57 acres) is \$37,500 per acre, or \$21,375. Based on these reappraisals, the total for Plot 22, Pier 3 and pipeline right-of-way is \$128,775. This represents an annual increase of \$115,000 of additional revenue to the City as compared with the previous annual lease revenue of \$13,775.

3. According to Mr. Bob Rhoades of the Airport Commission, the pipeline right-of-way was not separately reappraised. Instead, Mr. Rhoades reports, the Director's recommendation for the pipeline right-of-way rent is based on the reappraised per acre value of Pier 3.

4. According to Charter Section 7.402-1, the lease of real property by any commission having an anticipated revenue to the City of \$1 million or more shall be subject to approval of the Board of Supervisors by ordinance. The total revenue for this lease at the reappraised rate of \$128,775 per year for ten years would be \$1,287,750 and is therefore subject to the approval of the Board.

**Recommendation:** Approve the proposed ordinance.

Items 12 and 13 - Files 170-91-4 and 170-91-4.1

**Department:** Chief Administrative Officer (CAO)  
Department of Public Works (DPW), Clean Water Program

**Item:** Item 12 (File 170-91-4) is a proposed resolution providing for the issuance of General Purpose Sewer Revenue Bonds, Series 1991.

Item 13 (File 170-91-4.1) is a companion proposed resolution authorizing and directing the sale of General Purpose Sewer Revenue Bonds, Series 1991, authorizing the publication of official notice of sale relating thereto; authorizing official action; and appointing a fiscal agent.

**Amount:** Not to exceed \$165,000,000

**Description:** DPW's Clean Water Program, under existing Cease and Desist Orders from the California Regional Water Quality Control Board, is proposing the issuance of an amount not to exceed \$165 million in General Purpose Sewer Revenue Bonds, Series 1991, to finance the construction of various transport, storage, and pump station facilities.

Item 12 (File 170-91-4) would provide for the issuance of the General Purpose Sewer Revenue Bonds, while item 13 (File 170-91-4.1) would authorize and direct the sale of the General Purpose Sewer Revenue Bonds.

The bond proceeds would be used as follows:

	<u>Millions</u>
Clean Water Program Construction Fund	\$123.0
Capitalized Interest Costs	14.0
Debt service reserves	16.0
Bond underwriter's commission	3.0
Bond issuance costs (bond counsel and financial advisor)	<u>0.5</u>
Total	\$156.5

The DPW's Clean Water Program has provided the following details of the proposed sources and uses of the bond proceeds to be deposited in the Clean Water Program's Construction Fund:

BOARD OF SUPERVISORS  
BUDGET ANALYST

Sources:

Available funds from previous bond issues	\$57.8
Proceeds from proposed bond issuance	123.0
Federal and State loans	35.0
Projected accumulated interest on bond proceeds	<u>21.0</u>
Total funds available for construction projects	\$236.8

Proposed uses:

Islais Creek Transport/Storage Construction	\$121.8
Funding would provide for construction of the Islais Creek Transport Project.	
Richmond Transport Construction	48.0
Funding would provide for construction of the Richmond Transport Project.	
Islais Creek Pump Station Design and Construction	
The proposed Islais Creek Pump Station would pump wet and dry weather flows to the Southeast Treatment Plant.	62.0
Oceanside Activation/Richmond Sunset Demolition.	
Funding would provide for demolition of the existing Richmond Sunset Treatment plant once construction on the Oceanside Water Pollution Control Plant is completed and for diverting sewage flow to the activated Oceanside Plant.	<u>5.0</u>
Total Clean Water Program Construction	\$236.8

Comments:

1. Approval of this proposed resolution would permit the sale of the bonds. However, all future appropriations of the bond proceeds would be subject to separate appropriation by the Mayor and the Board of Supervisors through supplemental appropriation ordinances.

2. According to Mr. Peter Miller of the CAO's Office, the present interest rate for comparable bond issues is approximately 7.2 percent. If the proposed \$156.5 million in Sewer Revenue Bonds were sold at present interest rates, Mr. Miller estimates that the net debt service cost to the City would be \$12.0 million per year, paid over a 30-year period.

3. The General Purpose Sewer Revenue Bonds would be retired with revenues from sewer service charges assessed on residential and commercial customers in San Francisco. Sewer service charges are scheduled to increase by 22 percent in 1991-92, 20 percent in 1992-93, 20 percent in 1993-94, and five percent in 1994-95. Mr. Hesse advises, that the debt service requirements of the proposed Sewer Revenue Bond issue are built into the scheduled sewer service charge increases included in the April, 1991, Clean Water Enterprise 5-year revenue plan, approved by the Board of Supervisors.

4. Normally bond issues must be approved by a vote of the electorate. However, Charter Section 7.300 (3) allows bonds to be approved by resolution of three-fourths of the Board of Supervisors, without a vote of the electorate, if the sale of the bonds is necessary to comply with a State or Federal mandate. Since the City is operating under existing Cease and Desist Orders from the California Regional Water Quality Control Board, the approval of the proposed resolutions requires nine affirmative votes.

5. The CAO's Office advises that amendments of the whole will be submitted to the Finance Committee to replace the existing resolutions. These amendments contain updated information related to the bond issuance, including the proposed dates of issuance, the amount to be issued, and information related to the maturity and redemption of the bonds. Mr. Miller of the CAO's Office further advises that the proposed amendments of the whole to be submitted will include a proposed increase in the amount authorized for issuance from \$165 million to \$170 million. Although DPW is requesting an authorization of \$170 million, the Department presently plans to issue \$156.5 million in General Purpose Sewer Revenue Bonds. The remaining authorization of \$13.5 million would be held in reserve for contingencies.

**Recommendation:** Approve the proposed Amendments to the Whole for Items 12 and 13 (Files 170-91-4 and 170-91-4.1). Approve the proposed resolutions as amended.





Item 14 - File 30-91-9

The proposed resolution would fix patient day rates for services provided by City and County institutions and health care facilities and would rescind Resolution No. 302-89 (File 186-89-5) which established the prior rate schedule. The proposed rates apply only to private patients and private insurance companies. Medi-Cal, Medicare and other State and Federal subventions are excluded from this rate structure.

Estimated increased revenues which would result from the proposed rate revisions have been included as revenues in the 1990-91 budgets for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Community Mental Health Services (CMHS). SFGH has budgeted \$22,642,012, LHH has budgeted \$2,451,000, the Central Office has budgeted \$498,749, and Community Mental Health Services (CMHS) has \$533,259 budgeted. CMHS establishes rates in order to comply with State reimbursement requirements. Ms. Cynthia Bautista of the Department of Public Health (DPH) reports that the State bases its reimbursement allocations on the lower of either cost or charges for CMHS services.

The attached tables provide the current and proposed rates for SFGH, LHH, and CMHS. Ms. Bautista reports that the revised fee structure is based on surveys of various community rates and is generally comparable to prevailing rates charged by medical facilities in the Bay Area for similar inpatient and outpatient services. The City receives between one percent and five percent of its total revenues from private individuals or third party payors in comparison to Medi-Cal, Medicare and other State and Federal reimbursements. The DPH has budgeted an additional percentage increase from the FY 1989-90 actual revenues received of approximately 17 percent for SFGH where new fees and proposed new services have been instituted; a percentage decrease of approximately 8.2 percent for LHH; and a percentage increase of approximately 5.7 percent for CMHS. Mr. Evan Chan of Laguna Honda Hospital reports that the deductibles received from patients covered under Medi-Cal and Medicare are included as private patient revenues. Mr. Chan indicates that the percentage decrease of approximately 8.2 percent in revenues for Laguna Honda was budgeted because Laguna Honda anticipates that less deductibles would be received from patients covered under Medi-Cal or Medicare. On the attachment, for those services which are new services, no percentage increase is listed.

Comments

1. According to Ms. Susan Ehrlich of the DPH, the DPH has been charging the proposed patient day rates for service since July 1, 1990, but the DPH has not previously requested authorization from the Board of Supervisors to revise the existing patient day rates. Therefore, the proposed resolution should be amended to authorize the DPH to fix the proposed patient day rates for services retroactively. Ms. Bautista explains that due to a DPH oversight on revising the proposed rates, the Department has not previously requested authorization from the Board of Supervisors to revise the patient day rates. Ms. Ehrlich indicates that the DPH will request authorization from the Board of Supervisors to revise the

BOARD OF SUPERVISORS  
BUDGET ANALYST

patient day rates for Fiscal Year 1991-92 in the upcoming months, but the DPH has not yet finalized the revised patient day rates.

2. Ms. Ehrlich reports that the DPH has included the proposed patient day rates as revenues in the DPH's Fiscal Year 1990-91 budget, but the DPH will not know the additional revenues generated by the revised rates until the DPH closes out its accounts as of June 30, 1991. Through the first six months of FY 1990-91, SFGH has received \$11,202,007 in revenues, LHH has received \$1,620,588 in revenues and CMHS has received \$194,465 in revenues.

3. Schedules of rates for laboratory services and certain other hospital services are not shown in the proposed resolution because SFGH and LHH have hundreds of prices for various lab services and special services. The rates for these services are charged from a special price list and may change during the fiscal year based on cost accounting studies at the hospitals.

### Recommendation

Amend the proposed resolution to authorize the DPH to fix patient day rates retroactively, and approve the proposed resolution as amended.

	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<b>SAN FRANCISCO</b>				
<b><u>GENERAL HOSPITAL</u></b>				
Medical Surgical	Day	\$ 551	\$ 584	6%
Intensive Care	Day	1,628	1,725	6%
Coronary Care	Day	1,549	1,642	6%
Chest-Pulmonary	Day	1,575	1,670	6%
Pediatrics	Day	630	668	6%
Obstetrics	Day	504	534	6%
Nursery				
- Well Baby	Day	394	418	6%
- Observation	Day	525	557	6%
- Semi-Intensive Care	Day	945	1,002	6%
- Intensive Care	Day	1,365	1,447	6%
Labor/Delivery				
Delivery	Delivery	1,050	-	-
	Day	-	534	-
	Hour	-	42	-
Obstetrics Package - Routine		3,938	-	-
Obstetrics Package - Cesarean		5,198	-	-
Operating Room Time-				
Caesarian Section	Procedure	-	1,039	-
Psychiatric Inpatient	Day	604	640	6%
Psychiatric Forensic Inpatient	Day	-	640	-
AIDS Unit - 5A	Day	604	640	6%
<b><u>Surgical Services</u></b>				
Minor Surgery Pre-Op				
Holding Room	Room	63	67	6%
Minor Surgery I (Come & Go)	1/4 hour	126	134	6%
	1/2 hour	252	267	6%
	3/4 hour	378	401	6%
	1 hour	504	534	6%
	Add'l 1/2 hour	126	134	6%
Minor Surgery II	1 hour	546	579	6%
	Add'l 1/2 hour	273	289	6%
Major Surgery Pre-Op				
Holding Room	Room	89	94	6%
Major Surgery	1 hour	814	863	6%
	Add'l 1/2 hour	284	301	6%
Major Surgery II	1 hour	919	974	6%
	Add'l 1/2 hour	294	311	6%

	<u>Unit</u>	<u>Current</u> <u>Rate</u>	<u>Proposed</u> <u>Rate</u>	<u>Percent</u> <u>Change</u>
<b>SAN FRANCISCO</b>				
<b><u>GENERAL HOSPITAL (Cont.)</u></b>				
Major Surgery III	1 hour	\$1,024	\$1,085	6%
	Add'l 1/2 hour	378	401	6%
Extraordinary Surgery	1 hour	1,155	1,224	6%
	Add'l 1/2 hour	420	445	6%
Surgery 2 Teams	Procedure	-	875	-
Surgery 3 Teams	Procedure	-	2,200	-
Anesthesia	1/2 Hour	-	265	-
	Add'l minute		8.48	-
Argon Laser Treatment				
Procedure	Procedure	-	875	-
Therapeutic Abortion	Procedure	-	175	-
Recovery Room	Room	315	334	6%
Emergency Clinic - Level 1	Visit	-	30	-
Emergency Clinic - Level 2	Visit	-	60	-
Emergency Clinic - Level 3	Visit	-	80	-
Emergency Clinic - Level 4	Visit	-	150	-
Emergency Clinic - Level 5	Visit	-	350	-
Emergency Clinic - Level 6	Visit	-	750	-
Non-Critical Observation	0-2 hours	-	50	-
	2-4 hours	-	150	-
	4-6 hours	-	250	-
Critical Observation	0-2 hours	-	150	-
	2-3 hours	-	300	-
	3+ hours	-	450	-
Emergency Examination room		-	50	-
Resuscitation		-	950	-
<b><u>General Clinic</u></b>				
Brief Examination	Visit	-	78	-
Initial Intermediate	Visit	-	114	-
Initial Comprehensive	Visit	-	210	-
Established Patient				
Brief Examination	Visit	-	60	-
Intermediate	Visit	-	78	-
Comprehensive	Visit	-	150	-
Screening Clinic	Visit	-	25	-
Central Aid Station				
Minimal	Visit	-	25	-
Brief	Visit	-	40	-
Limited	Visit	-	50	-
Intermediate	Visit	-	65	-

	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<b>SAN FRANCISCO</b>				
<u>GENERAL HOSPITAL (Cont.)</u>				
<u>Ambulance Billing</u>				
Basic Life Call	Response	\$204	\$214	-
- Per mile	Mile	9	9.45	5%
- Night Call	Call	51	53.35	5%
- Oxygen	Unit	43	45.15	5%
- Cardiac Monitor	Unit	53	53	0%
Advance Life Support	Response	378	397	5%
- Per Mile	Mile	9	9.45	5%
- Night Call	Call	51	53.35	5%
- Emergency	Call	56	58.80	5%
Non-Transport Response	Response	56	58.80	5%
Supplies & Drugs	Unit	-	Special List Price	

**COMMUNITY MENTAL  
HEALTH SERVICES**

Emergency Crisis	24 hours	625	1100	76%
Inpatient	24 hours	500	900	80%
Partial Day Care		270	-	-
<u>Outpatient</u>				
Assessment	Occurrence	225	350	56%
Crisis	Per Episode	425	220	-48%
Group	Per Session	125	150	20%
Collateral	Occurrence	-	170	-
Individual	Per Session	-	310	-
Medical	Per Visit	-	220	-

**DIVISION OF  
ALCOHOL PROGRAMS**

Residential - Detoxification	24 hours	70	70	0%
Residential	24 hours	80	80	0%
Recovery Home	24 hours	70	70	0%
<u>Outpatient</u>				
- Individual	1 hour	75	75	0%
- Group	1 hour	45	45	0%
- Family	1 hour	65	65	0%
- Home	1 hour	50	50	0%
- Rehabilitation	1 hour	45	45	0%
- Environmental	1 hour	20	20	0%

	<u>Unit</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Percent Change</u>
<u>DIVISION OF DRUG PROGRAMS</u>				
Therapeutic Community	24 hours	\$55	\$55	0%
Outpatient				
- Detoxification	Per Visit	90	90	0%
- Individual Therapy	1 hour	65	65	0%
- Group	1 hour	65	65	0%
- Family	1 hour	65	65	0%
- Home	1 hour	60	60	0%
- Methadone Treatment	1 hour	26	26	0%
<u>LAGUNA HONDA HOSPITAL</u>				
Regular Hospital Rates				
- Acute	Day	810	810	0%
- Rehabilitation	Day	605	635	5%
- Skilled Nursing Facility	Day	170	185	9%
All-Inclusive Rates				
- Acute	Per Diem	1,020	1,020	0%
- Rehabilitation	Per Diem	920	920	0%
- Skilled Nursing Facility	Per Diem	180	200	11%
<u>PUBLIC HEALTH CENTER</u>				
New Patient - Adult				
Comprehensive Exam	Visit	123	123	0%
Intermediate Exam	Visit	74	74	0%
Limited Exam	Visit	53	53	0%
Brief Exam	Visit	41	41	0%
Established Patient - Adult				
Comprehensive Exam	Visit	91	91	0%
Extended Exam	Visit	61	61	0%
Intermediate Exam	Visit	46	46	0%
Limited Exam	Visit	36	36	0%
Brief Exam	Visit	25	25	0%



Memo to Finance Committee  
July 10, 1991

Item 15 - File 30-91-12

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing the DPH to extend the terms of certain existing one-year health services contracts on an interim month-to-month basis.

**Description:** The proposed resolution would authorize on an interim basis the extension of 19 existing one-year health services contracts for Fiscal Year 1991-92. The authority to extend the 19 health services contracts on an interim month-to-month basis would allow the DPH to ensure a continual provision of services while the contract renewals are being processed.

The contracts would be extended on a month-to-month basis beginning July 1, 1991, and would be paid at the 1990-91 monthly rates until the Controller has certified the contract renewals or until December 31, 1991, whichever date is earlier. When the contract renewals have been certified, or beginning December 31, 1991, the contractor whose 1991-92 rates are greater than the 1990-91 rates would bill the City retroactively for the difference between the two rates; the contractors whose 1991-92 rates are less than the 1990-91 rates would reduce their next bill to the City to reflect the lower 1991-92 rates. Those contracts which are not renewed for FY 1991-92 will not receive any payments beyond the completion of their existing contract.

**Comment:** The proposed resolution, in and of itself, would not have any additional fiscal impact to the City. The actual fiscal impact, which cannot be determined at this time, will be accounted for in the DPH's 1991-92 budget.

**Recommendation:** Approve the proposed resolution.



Item 16 - File 118-91-4

1. This item is an ordinance amending Part II, Chapter V of the San Francisco Municipal Code (Health Code) by adding Sections 609 through 609.3 authorizing reinspection fees for State and Local Health Code violations and lien procedures for non-payment of the fees.

2. The proposed legislation would amend the San Francisco Municipal Code (Health Code) by adding Sections 609, 609.1, 609.2 and 609.3 as follows:

- 1) Section 609 would provide that if an inspection by a representative of the Department of Public Health (DPH) discloses a violation of the Health Code or of any State law, for which the DPH is responsible for enforcement, the DPH would (1) establish a period of time in which the violation must be corrected and (2) reinspect the property in order to verify that the violation has been corrected. The DPH would collect a fee from the property owner in the amount of \$60 to pay for the cost of performing the reinspection of the property. Any reinspection which requires more than one hour to complete would be subject to an additional fee of \$15 for each quarter-hour or part thereof, that exceeds the first hour. If more than one reinspection is required, the same fee rates that are charged for the first reinspection would apply to each additional reinspection.
- 2) Section 609.1 would stipulate that the DPH send a written notice to the property owner requesting payment of the reinspection fees, within 30 days of the date of the notice and informing the owner of possible penalties and interest fees if payment is not paid within the 30 day time period. If payment is not received within the specified time period, the DPH would be required to send a second notice indicating that if the Department does not receive payment within 30 days of the date of the second notice, a penalty of \$40 or ten percent of the amount due, whichever is greater, plus interest at the rate of one to one and one-half percent per month on the outstanding balance, will be added to the amount due. The second notice would also notify the property owners that the City is authorized by Section 609.1 to enforce payment of reinspection fees and penalty and interest payments by imposing a lien on the property.
- 3) Section 609.2 provides that if the DPH does not receive payment of the amount due within 30 days of the date of the second notice, the Department is required to conduct a hearing to consider any protests or objections to the imposition of the fees authorized by Section 609. The Department must set a time, date and place for a hearing and mail a notice of the hearing to the property owner not less than ten days prior to the date of the hearing. Following the hearing, the Director of the DPH or a designee would determine whether the reinspection costs and any penalty and interest payments should be paid, modified or waived and notice of this determination would be sent to the property owner. The property owner would have ten days in which to pay any

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

amount determined due and would be informed that failure to pay within ten days would result in a lien against the property.

- 4) Section 609.3 would provide that if the property owner fails to pay, in the specified time period, any amount due following a hearing, the Director of Public Health Care would be required to initiate a special assessment lien proceeding, pursuant to Article XV, Chapter 10 of the Administrative Code, by reporting the delinquency to the Board of Supervisors. The proposed legislation would require that the DPH report charges against delinquent accounts to the Board of Supervisors at least once each year.

### Comments

1. The DPH reports that the Department through its Bureau of Environmental Health Services has historically investigated citizen complaints of unsanitary conditions without benefit of offsetting revenues. The proposed \$60 hourly reinspection fee would be charged to property owners found to be in violation of the Health Code. The fee would be assessed when a violation has been observed which will require reinspection of the property.

2. The DPH estimates that the proposed \$60 hourly fee will generate annual revenue of approximately \$293,580 for purposes of partially recovering Departmental costs. The Department's estimated annual cost to provide health inspection services is \$357,115.

3. The DPH advises that the Board of Supervisors approval of the proposed legislation would constitute approval of the proposed \$60 reinspection fee and \$15 additional fee for each quarter-hour that exceeds the first hour.

4. Mr. Jack Breslin of the DPH reports that the above noted fees do not fully cover the entire costs to provide health inspection services because (1) the Department does not charge for the initial inspection to determine if there is a violation which will require reinspection and (2) the Department does not propose to charge other City Departments for reinspections involving City-owned property (ie., City parks). However, Mr. Breslin advises that the fees would recover costs associated with the reinspection of property other than City property.

### Recommendation

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 17 - File 146-91-4.1

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing an amendment to the AB75 Capital Outlay Plan for the City and County of San Francisco as adopted by Resolution 125-91, to delete one San Francisco Community Clinic Consortium Project and to substitute in its place seven other San Francisco Community Clinic Consortium projects.

**Description:** The Board of Supervisors previously approved legislation (Resolution 125-91) authorizing DPH to adopt the AB75 Capital Outlay Plan and authorizing the DPH to expend the grant allocation of \$3,991,643 from the AB75 Capital Outlay Fund for County and private hospital and non-hospital capital outlay purposes including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 67 percent of the funds be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community or free clinics.

San Francisco's AB75 Capital Outlay Plan included a proposed \$50,000 project of the San Francisco Community Clinic Consortium. The San Francisco Community Clinic Consortium and its member organizations propose to amend this section of the AB 75 Capital Outlay Plan by reallocating the \$50,000 from one project to seven projects. According to Mr. Tom Steubner of DPH, the San Francisco Community Clinic Consortium did not know which capital projects needed funding when the City submitted the original AB75 Capital Outlay Plan. As a result, the Consortium submitted one project at \$50,000 with the intent of amending the AB75 Capital Outlay Plan at a later date when the Consortium had decided which capital projects should be funded. Because the State requires that the Board of Supervisors approve all major changes to the County's AB75 Capital Outlay Plan, DPH is requesting approval of a Board of Supervisors resolution to amend the AB75 Capital Outlay Plan to include the above changes.

The original project would have used the \$50,000 to renovate the Lyon-Martin Women's Health Services to provide space for smoking cessation patient counseling and smoking cessation support groups. The proposed use of the \$50,000 is as follows:

<u>Individual Clinics</u>	<u>Amount</u>
<b>Mission Neighborhood Health Center</b> Purchase X-ray equipment	\$6,250
<b>Haight Ashbury Free Medical Clinic</b> Replace and acquire medical equipment	6,250
<b>Women's Needs Center</b> Remodel and expand patient counseling rooms	6,250
<b>Lyon-Martin Women's Health Services</b> Renovate 2 additional patient examination rooms	12,500
<b>South of Market Health Center</b> Remodel the emergency room	6,250
<b>Native American Health Center</b> Upgrade the patient medical examination and waiting rooms	6,250
<b>North of Market Senior Services</b> Purchase of portable medical equipment	<u>6,250</u>
Total	\$50,000

**Recommendation:** Approve the proposed resolution.



Item 18 - File 61-91-1

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution granting extension of time for awarding  
Municipal Railway Contract No. MR 892, Scott Facility Add-On.

**Description:** On March 28, 1991, the MUNI received construction bids for the Scott Facility Add-On contract. MUNI's Scott Facility maintains all non-revenue vehicles and is located on 14th Street, near Harrison Street.

According to Mr. Jerry Levine of the PUC's Finance Bureau, the proposed construction contract consists of the installation of a portable dust collector, a new heating system, construction of an access ladder and platform to the ventilation system, replacement of an air compressor, replacement of motorized garage doors, and installation of an air compressor at the Flynn Maintenance Facility, located across the street.

Mr. Levine advises that Schram Construction was the apparent low bidder. However, Schram failed to meet the Disadvantaged Business Enterprise (DBE) participation goal of 32 percent, and the contract was awarded to the 2nd low bidder, San Luis Construction, which had met the DBE goal with a certified participation rate of 32.62 percent.

Schram Construction subsequently filed a protest with the PUC. Because of the effort to resolve the protest, the PUC was unable to award the contract within the 60 days following the receipt of the bids, pursuant to Section 6.1 of the Administrative Code. Therefore, the PUC is requesting, by resolution, that the contract award period be extended an additional 60 days to allow the PUC to award the contract to San Luis Construction.

**Comments:** 1. According to Mr. Levine, the PUC has resolved the protest and intends to award the contract to San Luis Construction on July 9, 1991.

2. The amount of the proposed contract is \$95,649. San Luis Construction has submitted the following DBE participation information to the PUC:

San Luis Construction (LBE)	\$64,449
Ocampo-Talao Construction Materials (MBE supplier)	21,000
Mayer Electric Company (WBE subcontractor)	<u>10,200</u>
Total construction contract	\$95,649

**Recommendation:** Approve the proposed resolution.

Item 19 - File 65-91-5

**Department:** Public Utilities Commission (PUC)  
Water Department

**Item:** Ordinance confirming a Third Supplemental Agreement in modification of a lease between the City and County of San Francisco and Garden Chapel, Inc., a California Corporation, lessee for operating a funeral home with parking and landscaping.

**Description:** In May of 1960, the Water Department entered into a 20-year lease with Garden Chapel, Inc., which allowed the lessee to construct and operate a mortuary business on 1.69 acres of Water Department land located at 885 El Camino Real, South San Francisco, California. In May of 1961, the Water Department and Garden Chapel, Inc. agreed to modify the lease to provide for two 10-year options, with corresponding monthly rental rates of \$375.00 and \$470.00, which Garden Chapel, Inc. could exercise. In 1980, Garden Chapel, Inc. exercised its first option to extend the lease for a ten-year period from September 1, 1980 to August 31, 1990.

The proposed ordinance would confirm a third supplemental agreement, which would:

- 1) Extend the term of the lease from September 1, 1990 through August 31, 2000 (second option);
- 2) Increase the rental amount to \$5,640 per year from \$4,500 per year (or \$375 per month), payable in advance in monthly amounts of \$470. This amount was previously agreed to in the 1961 lease modification;
- 3) Require public liability and property damage insurance/fire insurance that includes coverage for earthquake damage;
- 4) Increase the performance bond amount from \$10,000 to \$25,000.

**Comments:**

1. According to Mr. Carlos Jacobo of the PUC's Finance Bureau, due to an administrative error, the Water Department did not begin the formal approval process until May of 1991 to extend the lease under the second option. The lessee continued to rent the property after September 1, 1990, at the previously agreed to higher monthly rental rate of \$470. The proposed ordinance should therefore be amended to confirm the third supplemental agreement retroactive to September 1, 1990.

2. As noted above, the monthly rental amount of \$470 per month for the second option was previously agreed to by the Water Department and the lessee in May of 1961, 30 years ago. As such, the monthly rental amount of \$470 may not reflect the present fair market value of the property. Mr. Richard Tanaka of the Water Department advises that the Department has not appraised the property to determine the present fair market value.

**Recommendation:** Amend the proposed ordinance to confirm the third supplemental agreement retroactive to September 1, 1990. Approve the proposed ordinance as amended.

Item 20 - File 172-91-5

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution approving a 4-year, 9-month Paratransit Broker Contract with Cerenio Management Group to provide door-to-door paratransit services.

**Description:** Section 3.502 of the San Francisco Charter indicates that contracts entered into by a department which require anticipated expenditures in excess of \$10 million are subject to approval of the Board of Supervisors.

The Paratransit Broker, Cerenio Management Group, is charged with administration of the competitive bid process for the provision of door-to-door group van and lift-van services, and for obtaining open-entry agreements for the provision of taxi services for disabled persons in San Francisco. Open-entry agreements means that any taxi company in San Francisco which can meet the provisions of the agreement can provide paratransit services. Specifically, Cerenio Management Group would develop four Request for Proposals (RFP) for group van and mixed mode services, lift assisted van service, inter-county paratransit service, Commission on Aging (COA) sponsored paratransit services and open-entry agreements for taxi services. Ms. Annette Williams, Manager of Elderly and Handicapped Programs at MUNI explains that inter-county services are provided for medical appointments in northern San Mateo County, such as to Seton Medical Center. Ms. Williams also explains that COA sponsored paratransit services would be paratransit services to and from COA funded programs.

The proposed contract would be for a four year, nine month term from the period of October 1, 1991 through June 30, 1996, for a total contract amount of \$44,319,514. Cerenio Management Group would be required to select service providers by December 15, 1991 for services effective January 1, 1991. The current five year contract with U.S. Human Resources, Inc., will expire on September 30, 1991. Short term contracts with the current lift-van and group van providers would be set up with the Paratransit Broker at the previous contract's terms and conditions, for the period of October 1, 1991 through December 31, 1991. Cerenio Management Group would also be responsible for providing a paratransit plan required by the Americans with Disabilities Act (ADA), which in conjunction with MUNI, would incorporate the provisions of the ADA into the San Francisco Paratransit System.

Cerenio Management Group was chosen as the Paratransit Broker by the Broker Selection Committee, which included members from the Paratransit Coordinating Council, MUNI, the Metropolitan Transportation Commission and The PUC's Finance Division. The proposals which were submitted were evaluated on the following criteria:

- Budget
- Content of Work Plan
- Understanding and knowledge of multi-modal, coordinated paratransit systems such as San Francisco's Paratransit Program
- Knowledge of paratransit industry and regulatory environment
- Relevant experience
- Experience and ability of the key personnel assigned to tasks included in the work plan

Cerenio Management Group is a City-certified MBE/WBE/LBE firm. The Public Utilities Commission approved the selection of Cerenio Management Group on June 11, 1991.

Funding for Paratransit services for FY 1991-92 comes from the following sources:

Public Utilities Commission - funded through General Fund	\$3,726,296
Commission on Aging - funded through Off-Street Parking Tax and Federal grants	455,656
Transportation Authority Half-cent sales tax revenues FY 1991-92	2,650,000
Half-cent sales tax revenues carryforward funds from FY 1990-91	
431,000	
Metropolitan Transportation Commission State Transit Assistance Special Project Grant	<u>96,000</u>
Total	\$7,358,952

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Of the \$3,726,296 budgeted from the Public Utilities Commission, \$1,179,484 would come from State Transportation Development Act (TDA) Title 4.0 funds which would reimburse the General Fund. The four year, nine month budget includes the projected paratransit expansion from sales tax revenues, an estimate of \$2,000,000 in State Transit Assistance population based funding from the Metropolitan Transportation Commission, and a five percent annual cost-of-living adjustment for a total contractual amount of \$44,319,514 for the four year, nine month period. The amount of the contract award for each year is subject to annual budget appropriation approvals by the PUC, the Mayor, the Transportation Authority and the Board of Supervisors.

Although the contract with Cerenio Management Group does not begin until October 1, 1991, the PUC would allow Cerenio Management Group to bill for services beginning in August, 1991, so Cerenio Management would be able to assume the full contract responsibility beginning on October 1, 1991. Therefore, Cerenio Management Group would begin billing the PUC an estimate of \$33,859 for Start-Up Costs beginning in August, 1991, and the remaining costs would be billed beginning in October, 1991 through June, 1992.

Start Up Costs (August, 1991 - September, 1991)

<u>Personnel</u>	<u>FTE</u>	
Broker	1.00	\$10,120
Administrative Asst.	.50	2,200
Service Quality Monitor	.50	2,200
Fringe Benefits		<u>4,211</u>
Total Personnel	2.00	18,731

Operating Expenses

Preparation/Printing Brochures	2,000
Computer Support	3,000
Rent	2,999
Utilities	375
Telephone	625
Postage	2,267
Copying	250
Furniture/Equipment	1,500
Supplies	<u>500</u>
Total Operating Expenses	13,516

<u>Fees for Broker</u>	<u>1,612</u>
Total Start Up Costs	\$33,859

BOARD OF SUPERVISORS  
BUDGET ANALYST

Broker Costs (October, 1991-June, 1992)

<u>Personnel</u>	<u>FTE</u>	
Broker	1.00	\$39,000
Service Quality Monitor	1.00	23,400
Accounts Manager	1.00	24,180
Intake Unit Manager	1.00	19,500
Billing Clerk	2.00	28,080
Intake Clerk	1.00	14,040
Accounts Rep.	4.00	56,160
Services Monitor	1.50	23,400
Services Rep.	.50	5,850
Access Coordinator	1.00	27,752
Program Developer	1.00	20,925
Asst. Regional Transit Connection Discount Program	1.00	12,844
Fringe Benefits		<u>85,588</u>
Total Personnel	16.00	380,719

Operating Expenses

Postage	\$29,388
Supplies	4,410
Printing	28,533
Computer Support	9,500
Other (includes rent and utilities telephone, furniture)	<u>144,232</u>
Total Operating Expenses	216,063

Fees for Broker 59,678

Total Broker Costs \$656,460

Capital Costs 114,800

Service Contracts 4,729,811

Total Paratransit Program Costs \$5,534,930

As reflected above, the total broker's costs of \$656,460 represents 11.9 percent of the total paratransit program costs of \$5,534,930. The proposed contract states that the broker's costs cannot exceed 12.5 percent of the total paratransit program costs.

The \$114,800 budgeted for Capital Costs would be used to conduct a pilot project for ramp taxi services. Four ramped minivans would be purchased. Ms. Williams reports that it is hoped that taxi services for wheelchair users would eventually be provided on a City-wide basis.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

As previously noted, the total amount of funds available for Paratransit services during FY 1991-92 is \$7,358,952, but total Paratransit program costs would be \$5,534,930. Ms. Williams reports that the difference of \$1,824,022 would be provided to the current Paratransit broker, U.S. Human Resources, Inc. for services provided for the period of July 1, 1991 through September 30, 1991. Ms. Williams explains that the current five year contract with U.S. Human Resources Inc. has been extended for three months until September 30, 1991. The current five year contract with U.S. Human Resources Inc. is for \$23 million.

**Comments:**

1. The Transportation Implementation Plan which was approved as part of the Sales Tax Initiative approved by the voters in November, 1989 specified that eight percent of annual revenues from the half-cent sales tax would be provided for Paratransit programs. Ms. Williams reports that the \$2.65 million for Paratransit programs from the half-cent sales tax in Fiscal Year 1991-92 is less than eight percent of available half-cent sales tax revenues. Ms. Williams estimates that approximately \$4 million in half-cent sales tax revenues is available for Paratransit services on an annual basis. Ms. Williams explains that any remainder from the eight percent made available from the half-cent sales tax revenues which is not spent is earmarked for Paratransit services, and can be used in later fiscal years. Ms. Williams also explains that the Transportation Implementation Plan sets out a four year phase-in for the expansion of paratransit services, with an approximate increase of \$1 million annually.

2. As reflected in the above budget, Mr. Robert Mitroff of the PUC's Finance Division reports that approximately \$431,000 in carryforward funds from the half cent sales tax revenues would be available for FY 1991-92. Ms. Williams explains that during FY 1990-91, the PUC and U.S. Human Resources Corporation anticipated that approximately \$1.6 million would be used for expansion services, but only \$1.2 million was spent. Ms. Williams reports that the PUC estimates that expansion services would continue during FY 1991-92 at a level which would require the \$431,000 to be included as part of the FY 1991-92 budget. The increase in the number of Paratransit trips provided is shown below:

FY 1989-90	537,000
FY 1990-91	720,000
FY 1991-92	900,000 (estimate)

3. According to Ms. Williams, four proposals were considered by the Broker Selection Committee. Ms. Williams explains that the four firms were instructed to submit a budget for broker administrative expenses for the four year nine month contract based upon the yearly administrative costs to provide Paratransit services. The four firms' proposed administrative budgets are as follows:

	<u>Amount</u>
Cerenio Management Group	\$4,012,684
Comsis	3,756,342
Nelson/Nygaard	3,849,206
U.S. Human Resources Corp.	3,559,253

As reflected above, Cerenio Management Group had the highest proposed administrative budget. The Broker Selection Committee used the following criteria for the selection of the contract recipient:

<u>Criteria</u>	<u>Percent</u>
Budget	30
Content of Work Plan	40
Background/Experience	<u>30</u>
Total	100

The Broker Selection Committee assigned points in these three areas for each of the four proposals. The proposal with the highest number of points was selected. Cerenio Management Group had the highest number of points even with a higher administrative budget.

4. Ms. Williams reports that although U.S. Human Resources, the current contractor, proposed the least costly administrative budget U.S. Human Resources Corporation ranked third out of the four proposals which were considered by the Broker Selection Committee. According to Ms. Williams, U.S. Human Resources Corporation scored low on the Content of Work Plan and Background/Experience areas of the selection criteria. Ms. Williams explains that Ms. Virginia Cerenio, who managed the Paratransit Program at U.S. Human Resources Corporation left the firm during FY 1990-91. Ms. Cerenio is the President of the Cerenio Management Group, the firm to which the proposed contract would be awarded. Comsis scored low on the Content of Workplan and the Background/Experience areas of the selection criteria. Nelson/Nygaard scored low in the overall Content of the Workplan.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 21 - File 101-90-129

**Department:** Department of Public Works  
Clean Water Program

**Item:** Supplemental Appropriation Ordinance to plan, develop and implement a Sludge Management Plan (sludge is the heavy, mud-like byproduct of the sewage treatment process).

**Amount:** \$1,047,771

**Source of Funds:** 1988 Sewer Revenue Bond Fund

**Description:** The Southeast Water Pollution Control Plant and the Richmond Sunset Water Pollution Control Plant produce approximately 70,000 tons of digested sludge annually. Approximately 30 percent of the sludge was transported to San Benito County for disposal in 1990 and 70 percent went to the Redwood Landfill in Novato. In 1991, 100 percent went to the Redwood Landfill, the only landfill in the Bay Area that will accept sludge in large quantities. In 1992, the Clean Water Program expects to dispose of 20 percent in San Benito County and 80 percent at the Redwood Landfill.

The DPW has a five-year contract with the Redwood Landfill whereby the City paid \$11 per ton of sludge disposed in 1989, now pays \$24.75 per ton and will pay \$36 per ton in 1993, a 45 percent increase over the current rate.

Landfill space is quickly becoming scarce. Local pressures by environmental groups and State recycle and reuse laws all indicate that continued dependence on landfills for sludge disposal is not possible. The State of California Integrated Waste Management Board is currently preparing legislation that may effectively ban landfill sludge disposal in three years unless it has been reduced to a 50 percent water content. Currently, the City's sludge can only be reduced to an 80 percent water content with existing facilities. The Environmental Protection Agency, as directed by amendment to the Clean Water Act, is proposing new sludge disposal regulations for 1993 that will strictly limit landfill sludge disposal and strongly encourage the beneficial reuse of sludge after further processing.



In order to ensure continued safe and legal sludge disposal and to protect the public health, the City must develop a plan that will offer versatility and dependability and result in environmental and economic benefits, in accordance with present and anticipated government regulations. The implementation schedule of State and Federal laws and the substantial increase in the cost of continued use of Redwood Landfill dictate that the City develop, test and implement short term alternatives by January 1, 1994 and longer term options by January 1, 1996. Development of the plan will require extensive research and analysis of alternatives. Building, operating and testing of a prototype and preparation of an EIR document will be performed by consultants. Implementation of the plan will require the design of a new sludge processing facility. Because of the high cost of landfilling sludge and the 45 percent Redwood Landfill rate increase beginning in 1993, alternative disposal or reuse methods are expected to result in a cost savings to the City.

The proposed supplemental appropriation ordinance would fund the Sludge Management Plan project as follows:

Short-term Alternative Planning and Design \$395,937

Select and implement a sludge disposal alternative that can be implemented by 1994 when the Redwood Landfill agreement expires. The costs for a composting facility (one alternative), would include facility site location, preplanning for EIR purposes, EIR preparation consultant and planning and design work. The costs of a program to directly apply sludge to agricultural land as fertilizer (another alternative), would include obtaining permits from the Regional Water Quality Control Board (RWQCB) and City Department of Public Health (DPH), drilling test wells, conducting public hearings and the EIR preparation consultant.

Prototype Evaluation and Testing 450,000

A consultant will test and evaluate prototypes of various alternative sludge disposal systems.



Long-Term Alternative Planning and Design                      \$201,834

Based on the results of the prototype evaluation and testing, one or more long-term sludge disposal systems will be selected. Costs of long term alternatives include locating and securing a site, planning and design for a new sludge processing facility, obtaining RWQCB and DPH permits, EIR preparation consultant and conducting public hearings.

Total Proposed Supplemental Appropriation                      \$1,047,771

The DPW states that a second supplemental appropriation for approximately \$620,000 will be needed for architectural and construction design costs in fiscal year 1992-93 and that depending on the long-term alternative selected, construction of a new sludge processing facility will cost between \$8 million and \$30 million to be funded with Sewer Revenue Bond Funds.

DPW reports that all activities to be funded by the proposed supplemental appropriation will be performed by existing DPW staff except for \$75,000 for the Short Term Alternative EIR Consultant, \$450,000 for the Prototype Evaluation and Testing Consultant and \$50,000 for the Long Term Alternative EIR Consultant (total budgeted for outside consultants is \$575,000)

**Comment:** The consultants for the Sludge Management Plan Project have not been selected. Therefore, the \$575,000 budgeted for outside consultants should be reserved pending selection of the consultants and determination of their hourly rates, number of hours and MBE/WBE status.

**Recommendation:** Amend the proposed supplemental appropriation ordinance to reserve \$575,000 for consultants pending selection of the consultants and determination of the hourly rates, number of hours and MBE/WBE status. Approve the proposed supplemental appropriation as amended.



Item 22 - File 148-91-10

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the Director of Public Works to apply for, accept, and expend Federal funds for the pavement renovation of various streets.

**Amount:** \$788,000

**Source of Funds:** Federal Aid Urban (FAU) System Program.

**Description:** In May of 1990, the Board of Supervisors adopted Resolution No. 396-90, which approved the City's 1990 five year FAU System Program. The Federal government has allocated FAU funds for FY 1990-91 for use in carrying out the City's Combined Road Plan, previously known as the FAU System Program.

The proposed grant would fund the construction, design and engineering costs for the renovation of:

- Army Street between Third Street and Bayshore Boulevard;
- Gilman Avenue between Third Street and Hunters Expressway;
- Innes Avenue between Hunters Point Boulevard and Donahue Street; and
- Van Dyke Avenue between Third Street and Jennings Streets.

Project Budget:	<u>Federal Grant</u>	<u>Local Match</u>	<u>Project Total</u>
<u>Contractual Services</u>			
Construction	\$670,000	\$110,200	\$780,200
Contingencies (10%)	<u>67,000</u>	<u>11,000</u>	<u>78,000</u>
Total Contractual Services	\$737,000	\$121,200	\$858,200
<u>DPW Costs</u>			
Design Eng. Salaries	0	58,600	58,600
Inspection Salaries	33,900	5,600	39,500
Overhead	<u>17,100</u>	<u>27,600</u>	<u>44,700</u>
Total DPW Costs	51,000	91,800	142,800
Project Total	\$788,000	\$213,000	\$1,001,000

**Indirect Costs:** None

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Indirect cost are not permitted under the proposed Federal grant. As such, no funds will accrue to the General Fund for indirect costs associated with this project.

2. Mr. Joe Ovadia of DPW reports that he expects to advertise the work identified in this legislation during July of 1991 and receive bids for the work during the following month. As such, the DPW cannot, at this time, identify which firms will be used, and cannot determine the MBE/WBE status of the firms. Therefore, the Budget Analyst recommends that the authorization to expend the \$737,000 of Federal funds for contractual services be reserved pending DPW's identification of the construction firm(s) and the MBE/WBE status of the firms.

3. Mr. Ovadia reports that the \$213,000 in local matching funds will come from gas tax funds and from the 1987 Street Bond fund.

4. The DPW has not yet applied for the proposed grant and the proposed Federal grant does not have an application deadline. However, the DPW has received confirmation from the Federal government that DPW will receive the \$788,000 grant. The Federal government requires that the DPW award the contract by September 30, 1991.

**Recommendation:** Amend the proposed resolution to reserve the \$737,000 for contractual services pending DPW's submission of the firm(s) DPW will use for contractual services and the MBE/WBE status of the firms. Approve the resolution as amended.

Item 23 - File 101-90-47

**Note:** This item was continued from the Finance Committee's meeting of March 6, 1991.

**Department:** Department of Public Works, Clean Water Program (CWP)

**Item:** Supplemental Appropriation Ordinance appropriating funds for the Lake Merced Transport Plan Capital Improvement Project, Clean Water Program, for Fiscal Year 1990-91.

**Amount:** \$37,914,100

**Source of Funds:** \$33,914,100 State Revolving Loan funds  
4,000,000 1988 Sewer Revenue Bonds

**Description:** The proposed funding would finance the construction of the Lake Merced Transport system, which is intended to reduce the occurrence of sewage overflow into the ocean during the rainy season.

The project includes an 8,350 foot tunnel and connecting structures that would begin at the Sloat Blvd and Great Highway parking lot, proceed under the Great Highway extension, Skyline Boulevard, and John Muir Drive and end at the existing Lake Merced Pump Station. The tunnel would eventually be connected to the Westside Transport with ultimate treatment and disposal of sewage at the new Oceanside Treatment Plant and Ocean Outfall.

In March of 1989, the Board of Supervisors approved the facility plan and the final Negative Declaration by the Planning Department for the Lake Merced Transport project. In December of 1990, the Board of Supervisors authorized DPW to apply for a State loan to help finance the project. The proposed ordinance would appropriate State loan funds totalling \$33,914,100 and \$4,000,000 from the 1988 Sewer Revenue Bond Fund.

The CWP has provided the following estimates of the Project costs:

Construction	\$20,050,000
Construction Contingency (10%)	2,005,000

Non-Construction Costs:

Construction Management	2,510,000
Pre and Post Construction Surveys	110,000
Dust and Noise Mitigation	180,000
Engineering Design oversight	513,000
DPW Bureau of Construction Management	707,000
DPW Bureau of Engineering	315,000
Services of Other City Departments	91,000
Non-Construction Contingency (10%)	<u>443,000</u>

Total	\$26,924,000
-------	--------------

According to Ms. Sara Pickus of the CWP, non-construction costs include estimated expenditures for an environmental compliance monitor, surveys, continued oversight by contracted engineering firm, specialized contract management consultants, construction inspectors, in-house contract administration and design changes, and other City related costs.

Comments:

1. According to CWP, the contractor will construct the tunnel underground using existing soft ground tunneling methods. Potential contractors were pre-qualified to bid on the contract to assure adequate technical experience and safety record for this type of work.
2. The CWP has advised that Shank/Torno, a joint venture, was the low bidder. The following construction bids were submitted:

<u>Bidder</u>	<u>Amount</u>
Shank/Torno (Joint Venture)	\$20,050,000
Traylor/Shea (Joint Venture)	\$22,395,000
Obhayashi Corporation	23,791,546
McNally Constructors/Ohio, Inc.	23,950,000
Frontier-Kemper (Joint Venture)	25,981,825

3. According to the Human Rights Commission, the apparent low bidder, M.L. Shank/Torno (Joint Venture) has committed 16.4 percent of the contract work to Minority Business Enterprises 4.3 percent to Woman Business Enterprises

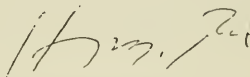


4. The Budget Analyst notes that, the total projected cost of \$26,924,000 is \$10,990,100 less than the preliminary construction and contingency cost estimates provided by CWP. The CWP has submitted an amendment of the whole, which reflects the following changes in the amounts of funding sources:

	<u>Old</u> <u>Estimate</u>	<u>New</u> <u>Estimate</u>	(Increase) <u>Decrease</u>
State Revolving Loan funds	\$33,914,100	\$21,372,668	\$12,541,432
1988 Sewer Revenue Bonds	<u>\$ 4,000,000</u>	<u>5,551,332</u>	<u>(1,551,332)</u>
Total	\$37,914,100	\$26,924,000	\$10,990,100

The Budget Analyst recommends approval of the proposed amendment of the whole, which would reduce the total appropriation by \$10,990,100, from \$37,914,100 to \$26,924,000.

**Recommendation:** Approve the proposed amendment of the whole, as noted in Comment No. 4, above. Approve the proposed ordinance as amended.

  
Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey



DF  
90.25  
1/17/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JULY 17, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

DOCUMENTS DEPT.

JUL 16 1991

SAN FRANCISCO  
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 23-91-1.1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to John P. Hegarty, in the amount of \$483.33, a legal obligation of the City and County of San Francisco. (Controller)
  - b. File 38-91-5. [Gift Acceptance] Resolution accepting two gifts valued at \$166,000, for use by the Recreation and Park Department (Friends of Recreation and Parks, \$145,000, for renovation of the Shakespeare Garden in Golden Gate Park and Save the Golden Gate Park Band Fund, \$21,000, for funding the Golden Gate Park Band concerts). (Recreation and Park)
  - c. File 68-91-4. [Mayor's Youth Fund] Resolution authorizing the Mayor to accept \$52,500 on behalf of the City and County of San Francisco for use by the Mayor's Youth Fund. (Mayor)
  - d. File 208-91-1. [Agreement] Resolution authorizing the Fire Department to execute hold harmless agreements to be entered into between the City and County of San Francisco and Jet Skis Manufacturers. (Fire Department)

- e. File 146-91-21.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to accept and expend a grant of \$498,444, which includes indirect costs of \$49,997, based on 20% of personnel costs from Department of Health and Human Services, Centers for Disease Control, and to authorize the expenditure of grant funds to establish and finance civil service positions for provision of services; companion measure to File 146-91-21. (Department of Public Health)
- f. File 146-91-31.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$199,177, which includes indirect costs in the amount of \$23,162 based on 20% of personnel costs, from the Department of Health and Human Services, Centers for Disease Control, to continue funding the AIDS Surveillance Expanded Initiatives and Evaluation Project, and to authorize the expenditure of grant funds to finance civil service positions for the provision of these services; companion measure to File 146-91-31. (Department of Public Health)
- g. File 146-91-32.1. [Grant – State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to accept and expend a grant of \$495,743 which includes indirect costs in the amount of \$24,501 based on 10% of personnel costs, excluding salaries and wages under the Federal Comprehensive Perinatal Services (Enhanced Activities Services) from the State Department of Health Services, Maternal Child Health Branch for perinatal and related services, and to authorize the expenditure of grant funds to establish and finance civil service positions for the provision of these services; companion measure to File 146-91-32. (Department of Public Health)
- h. File 146-91-40.1. [Grant – State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to accept and expend a continuation grant of \$264,000 which includes indirect costs in the amount of \$5,280 based on 2% of total costs, from State Department of Mental Health Services, for AIDS/ARC residential care, Peter Claver Community, and Continuum HIV Adult Day Services; companion measure to File 146-91-32. (Department of Public Health)
- i. File 146-91-56. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Epidemiology and Disease Control, Sexually Transmitted Disease Control, to apply for a supplemental grant of \$650,000, which includes indirect costs in the amount of 20% of personnel costs (to be determined) from the Centers for Disease Control, for a research study to evaluate HIV counseling models as part of operations of the San Francisco Sexually Transmitted Disease Prevention and Training Center, and to authorize the expenditure of grant funds to establish and finance civil service positions for the provision of these services. (Department of Public Health)

- j. File 146-91-22.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health Services, Epidemiology and Disease Control, Sexually Transmitted Disease Control, in the amount \$2,200, to purchase software and hardware for a laser printer. (Department of Public Health)
- k. File 82-91-2. [Acquisition – Noise Easements] Resolution authorizing acquisition of approximately 20 noise easements in the City of Millbrae for purposes of airport noise mitigation. (Real Estate Department)
- l. File 200-91-3. [Right-of-Way Certification] Resolution authorizing the Director of Public Works or the Director of Property to execute right-of-way certifications for State and Federally funded road projects. (Real Estate Department)

ACTION:

#### REGULAR CALENDAR

- 2. File 101-91-2. [Annual Appropriation Ordinance] Annual Appropriation Ordinance for Fiscal Year 1991-92. (Controller)

ACTION:

- 3. File 102-91-2. [Annual Salary Ordinance] Annual Salary Ordinance for Fiscal Year 1992-92. (Civil Service Commission)

ACTION:

- 4. File 118-90-8. [Fees – Video Display Terminal] Ordinance amending Health Code by adding Section 1310, providing for application fees for variances and exemptions from the requirements of the video display terminal workers safety ordinance. (Supervisor Alioto)

(Consideration continued from 7/10/91)

ACTION:

- 5. File 127-91-10. [Annual Business Tax Registration Fee] Ordinance amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by amending Section 1007 thereof to reduce the annual business tax registration fee from \$150.00 to \$75.00 for Calendar Year 1992, and to eliminate it entirely thereafter; operative date. (Supervisor Britt)

ACTION:

6. File 127-91-9. [Parking Tax] Draft Ordinance amending Part III of the Municipal Code by repealing Sections 601, 602, 602A, 602.5, 602.5-1, 603 through 608, 610, 615 and 618 and by adding new Sections 601 through 607 and 612 to convert the tax to a tax on operators at the rate of \$11.00 per year per stall, plus a \$2.00 per year per stall surtax for valet parking stalls; and setting operative date. (Supervisor Gonzalez)

(Consideration continued from 7/10/91)

ACTION:

7. File 127-91-8. [Parking Tax Surcharge] Ordinance increasing the Parking Tax Surcharge from five percentum to ten percentum effective August 1, 1991; amending Part III, Article 9 of the San Francisco Municipal Code by repealing Section 602.5-1. (Mayor)

(Consideration continued from 7/17/91)

ACTION:

8. File 101-90-72.1. [Release of Reserves] Requesting release of reserves, Mayor's Office, Employee Relations Division, in the amount of \$50,000 for professional services and salaries. (Supervisor Gonzalez on behalf of Mayor's Office)

ACTION:

9. File 127-91-12. [Real Property Transfer Tax Increase] Ordinance amending Article 12C of Part III, San Francisco Municipal Code, imposing a real property transfer tax, by amending Section 1102 thereof to increase the real property transfer tax rate from \$2.50 for each \$500.00 of consideration or value to \$3.75 for each \$500.00 of consideration or value for transactions in which the consideration exceeds \$400,000. (Supervisor Migden)

(Consideration continued to 7/17/91)

ACTION:

10. File 97-91-16.2. [Grant Applications] Ordinance amending Administrative Code by amending Section 10.170, which establishes the procedures used by the Board of Supervisors in considering and approving applications for grants by City Officers, employees, boards or commissions, by requiring that all resolutions authorizing applications for grants be accompanied by a completed "Disability Access Checklist for Grant Applicants. (Supervisor Migden)

ACTION:



11. File 124-91-4. [Residential Parking Permit Fees] Ordinance amending Traffic Code, by amending Section 202.C thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority for issuing contractor parking permits and to increase from \$100 per year to \$150 per one-half year the fee for issuance of said permits; by amending Section 308.3 thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority to issue educational institution parking permits and to increase from \$13 to \$20 the fee for issuance of said permits; by amending Section 314 thereof, to increase the annual fee for issuance and renewal of Residential Parking Permits to \$20 and the six month fee to \$10, to increase the fee for visitor's permits to \$5 per two week period, and to increase the amount from specified permit fees that is to be deposited to the Road fund. (Department of Parking and Traffic)

(Consideration continued from 7/17/91)

ACTION:

12. File 101-91-3. [Government Funding] Ordinance appropriating \$392,943, Commission on Aging, for permanent salaries, related mandatory fringe benefits, contractual services, materials and supplies, data/word processing equipment and services of other departments – Reproduction, rescinding \$174,166 from other contractual services, transferring eight (8) positions from Public Health to Commission on the Aging. RO #91027

ACTION:

13. File 25-91-23. [Contracting Out City Services] Resolution concurring with the Controller's certification that the Senior Information and Referral Program can be practically performed for the Commission on Aging, by a private contractor for a lower cost than similar services performed by City and County employees. (Commission on Aging)

(Consideration continued from 6/26/91)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 15, 1991

TO: Finance Committee  
FROM: Budget Analyst - *Recommendation*  
SUBJECT: July 17, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

JUL 18 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 23-91-1.1

**Note:** This item was continued to the call of the Chair at the April 24, 1991 Finance Committee meeting.

The proposed resolution would waive the statute of limitations with respect to the payment of one City and County of San Francisco warrant.

This warrant became void after one year from the date on which the warrant was issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount as the original warrant.

The proposed resolution would authorize the Controller to replace one void warrant which was issued over three years ago to a Fire Department employee.

Comments

1. As indicated below, the warrant was issued approximately eleven years ago. Ms. Maureen Hrenoff of the Fire Department reports that the individual employee has reported to the Fire Department that the uncashed warrant was misplaced and that he has recently found the following uncashed warrant:

Memo to Finance Committee  
July 17, 1991

<u>Date</u>	<u>Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
	1/1/80	515-0506738	\$483.33	John P. Hegarty	Bi-Weekly Salary

2. On April 17, 1991, the Finance Committee severed the resolution (File 23-91-1) concerning waiving the statute of limitations with respect to warrants that were issued over three years ago. The Finance Committee approved the waiver of the statute of limitations for Mr. Joseph Driscoll in the amount of \$21.06 because the Controller's Office records indicated that the original warrant had been cancelled and that no replacement warrant had been issued. However, the Finance Committee severed the waiver of the statute of limitations regarding the warrant to Mr. Hegarty for further discussion because Mr. Henry Leigh of the Controller's Office reported that the Controller's Office has no record of whether the warrant issued to John P. Hegarty was cancelled and whether any replacement warrant was subsequently issued. This is because the Controller's Office only keeps records on warrants from 1981 to the present, and Mr. Hegarty's warrant was issued in 1980.

3. As previously stated, the City's Administrative Code currently provides that the Controller is authorized to issue a new warrant for the same amount as the original warrant, if the payee presents the void warrant to the Controller or declares by affidavit that the warrant was lost or destroyed within three years. The proposed resolution would waive the three year statute of limitation period for the payment of this warrant. According to Mr. Ted Lakey of the City Attorney's Office, the Board of Supervisors is under no obligation to waive the statute of limitations for the proposed warrant.

4. Mr. Dave Fong of the Controller's Office reported at the April 24th Finance Committee meeting that the Controller's Office had requested that Mr. Hegarty provide an affidavit that a replacement warrant has not been issued. The Finance Committee decided to continue the proposed resolution to the call of the Chair pending notification that the signed affidavit has been received. Attachment I is Mr. Hagerty's signed affidavit.

**Recommendation**

Approve the proposed resolution.

SAN FRANCISCO



FIRE DEPARTMENT

May 3, 1991

From: John P. Hegarty, Firefighter  
To: Controller's Office, Room 109  
Subject: Stale-Dated Warrant - Dated Jan. 1, 1980  
Reference: \_\_\_\_\_  
Enclosure: \_\_\_\_\_

This is to certify that I had not requested a replacement for warrant #515-056738 dated 1/1/80 in the amount of \$483.33, net, prior to April 24, 1991. I am requesting that this warrant now be replaced.

Sincerely,

*File No. 23-91-1.1*

*John P. Hegarty*





Item 1b - File 38-91-5

**Department:** Recreation and Park

**Item:** Resolution accepting two gifts, valued at \$166,000, for use by the Recreation and Park Department.

**Amount:** \$145,000 and \$21,000 respectively.

**Source of Gift:** Friends of Recreation and Parks (\$145,000)  
Save the Golden Gate Park Band Fund (\$21,000).

**Description:** The Friends of Recreation and Parks (FRP), a non-profit organization, have completed a \$145,000 renovation of Shakespeare Garden and have offered it to the Recreation and Park Department as a gift in place. FRP installed an irrigation system, a brick pathway lined with trees, formal flower beds, fencing, landscaping, benches and brick and wrought iron gates. The group raised the bulk of the gift through its annual Landscape Garden Show. Private individuals donated the remainder of the gift, including some of the larger structural improvements such as the gates and benches, to FRP.

The Golden Gate Band offers free concerts in the Park throughout the year. Although the Band is scheduled to perform every Sunday, its budget is based on the premise that 10 to 15 percent of these Sunday performances will be cancelled because of rain. However, San Francisco's drought has compelled the Band to play on virtually every Sunday over the past several years, and the additional concerts have consumed the Band's budget well before the end of the fiscal year. Recognizing the Band's financial constraints, several proprietors from the Pier 39 business community established the Save the Golden Gate Band Fund, a non-profit entity, to raise money from private sources to supplement the Band's \$100,000 annual budget. The Golden Gate Band will use the \$21,000 gift to continue its tradition of free Sunday concerts in the Park.

**Comments:** 1. Ms. Leslie Schemel of FRP said that the renovation of the Shakespeare Garden is the first major work on the Garden since 1929. The renovation work occurred from December 18, 1990, to June 13, 1991. According to Ms. Schemel, it is common for FRP to undertake proposed modifications in the parks and then donate them to the City as complete renovations.

2. Mr. Joel Robinson of the Recreation and Park Department stated that a performance utilizing the full Golden Gate Band costs approximately \$3,500. He also added that the Golden Gate Band has not yet received the anticipated \$21,000 gift from the Save the Golden Gate Band Fund. Although Mr. Robinson indicates that the Recreation and Park Department is expected to receive the gift by July 19, 1991, he said that the Band will not expend the funds until the proposed resolution is approved. Furthermore, based on recent discussions with representatives of the Save the Golden Gate Band Fund, Mr. Robinson reports that the actual amount of the gift has increased from \$21,000 to \$21,510, an additional \$510.

**Recommendation:** Amend the proposed resolution to increase the gift from the Save the Golden Gate Band Fund from \$21,000 to \$21,510 and approve the proposed resolution as amended.

Item 1c - File 68-91-4

**Department:** Mayor's Office

**Item:** Resolution authorizing the Mayor to accept \$52,500 for use by the Mayor's Youth Fund.

**Description:** The Mayor's Youth Fund would provide summer employment for San Francisco youths through the "Mayor's Team '91" program. The Mayor's Team '91 program would provide at-risk youths of 14 to 21 years of age with part-time jobs for eight weeks during the summer in the Recreation and Park Department, the Department of Public Works (DPW), the San Francisco Housing Authority, and at Plaza East Headstart. In addition, the program provides weekly job readiness training and a graduation exercise at the end of the eight week program. The youth would work 19 hours per week and would be supervised by existing City employees. The Mayor's Youth Fund relies exclusively upon donations from private sources to support this program. The following donations would be accepted in the Mayor's Youth Fund:

Transamerica Corporation	\$ 5,000
Pacific Gas and Electric Co.	10,000
Bank of America	7,500
Pacific Bell	5,000
Pacific Telesis	5,000
Bechtel Foundation	5,000
McKesson Foundation	5,000
Xerox	<u>10,000</u>
Total	\$52,500

The budget provided by the Mayor's Office is as follows:

Youth Worker Payroll	
Wages for 68 youth at an average of \$4.25/hour	
X 8 weeks X 19 hours/week	\$43,928
FICA	3,332
Stipends for Non-Profit Training Services	5,000
Office Supplies	<u>240</u>
Total Budget	\$52,500

**Comments:** 1. Ms. Sandy Bonilla of the Mayor's Office reports that youths assigned to the Recreation and Park Department would assist in the maintenance at City parks, pools and baseball fields, at the DPW, youths would provide urban gardening and street cleaning services, at the San Francisco Housing Authority, youths would clean graffiti, provide general

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

upkeep and perform office work at public housing facilities, and at the Plaza East Headstart, youths would assist Headstart teachers with administration and supervision of the students. Ms. Beth Mosley of the Mayor's Office reports that the following is a breakdown of work sites and the number of youth assigned to the particular sites. There may be some attrition so the following numbers may change:

Department of Public Works	30
Recreation and Parks Department	11
Housing Authority	23
Plaza East Headstart	<u>4</u>
Total	68

2. Ms. Mosley reports that the \$5,000 budgeted for "Stipends for Non-profit Training Services" would be used for Student Opportunities and Resources (SOAR), a non-profit consortium, for job readiness training to provide youths with a series of career sessions which would allow the youths to learn and prepare for jobs. Ms. Mosley indicates that SOAR is a consortium of the following groups:

Community Development Corp.  
OMICA - Oceanview Merced Ingleside  
Community Association  
Arriba Juntos  
Asian Neighborhood Design  
Bay Area Urban League  
Catholic Charities  
Chinatown Youth Center  
Engineering Society Committee for Manpower  
Training  
Renaissance Technical Training Institute  
Young Community Developers  
Youth Guidance Center  
Youth for Service  
Chinese for Affirmative Action  
Mission Hiring Hall  
West Bay Filipino Multi-Service Corp.

3. As previously noted, there are 68 youths currently enrolled in the program. Mr. Mosley indicates that 28 youths are on the waiting list. Ms. Mosley indicates that those youths on the waiting list, would be enrolled if any current enrollees drop out of the program.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1d - File 208-91-1

**Item:** Resolution authorizing the Fire Department to execute hold harmless agreements to be entered into between the City and County of San Francisco and unspecified jet skis manufacturers.

**Description:** The Fire Department reports that Kawasaki Motors Corp., U.S.A. has agreed to loan two jet skis to the Department, for a one year period in order for the Department to test their usefulness in ocean and bay rescues. The Company has agreed to make these jet skis available to the Department at no cost (including basic maintenance). As a part of the loan agreement, Kawasaki Motors Corp., U.S.A. requires that the City execute a hold harmless agreement. This agreement would release, hold harmless and indemnify the company from and against any and all liability by any party, including attorney fees and expenses, arising out of the use or operation of the loaned watercraft.

The Fire Department advises that Yamaha Motors Corp., U.S.A. may also be willing to loan jet skis to the Fire Department in the future. In which case, Yamaha Motors Corp., U.S.A. would also require that the Department enter into a hold harmless agreement comparable to the Kawasaki Corp., U.S.A. agreement. As such, the Fire Department is requesting authorization to execute hold harmless agreements with jet skis manufacturers as opposed to Kawasaki Motors Corp., U.S.A. specifically.

**Comments:** 1. Captain Stephen Freeman of the Fire Department reports that Kawasaki Motors Corp., U.S.A. and Yamaha Motors Corp., U.S.A. loan jet skis to law enforcement or life saving agencies routinely for public relations purposes and as a matter of establishing goodwill. The two companies currently have jet skis on loan to twenty public agencies in California (see attached). Captain Freeman advises that the City is under no obligation to purchase the jet skis.

2. Mr. Keith Grand, Risk Manager, reports that Kawasaki Motors Corp., U.S.A. has agreed to modify the provisions of their hold harmless agreement to add language that would stipulate that the company would be held harmless against any and all liability, arising out of the use or operation of the loaned watercraft, caused by borrower's negligence. The addition of this language, serves to reduce the City's liability.

3. Mr. George Riley of the City Attorney's Office advises that it is reasonable for the City to enter into such a hold harmless agreement with Kawasaki Motors Corp., U.S.A. and other jet skis manufacturers, with the added language that the company would be held harmless against liability arising out of the use of the loaned watercraft, caused by borrower's negligence.

**Recommendation:** Approval of the proposed hold harmless agreement is a policy matter for the Board of Supervisors. If the Board of Supervisors approves the proposed hold harmless agreement, the proposed legislation should be amended to add language that the company would be held harmless against liability arising out of the use of the loaned watercraft, caused by borrower's negligence.



AGENCIES IN CALIFORNIA USING JET SKIS

KAWASAKI JET SKIS

Information provided by Jamie Willaims, Northern California Representative, Kawasaki Motors Corp., U.S.A.

1. Calif. State Parks, Folsom Lake
2. Calif State Parks, Friant (Fresno County)
3. Calif. State Parks, Santa Nella (San Luis Obispo County)
4. Calif. State Parks, Ventura
5. Fort Dick Fire Protection District (Del Norte County)
6. Mendocino, City of, Fire Department
7. Mendocino County Sheriff's Department
8. Pismo Beach Fire Department (San Luis Obispo County)
9. Santa Barbara, City of
10. Shasta County Sheriff's Department
11. Tehama County Sheriff's Department
12. Ventura Port District

YAMAHA JET SKIS

Information provided by John Donaldson, Public Communications Manager, Yamaha Motors Corp., U.S.A.

1. Humboldt County Sheriff's Department
2. Lake Shastina Community Service District, Weed, Calif.
3. Los Angeles County Sheriff's Department, Beach Patrol Division
4. Merced County Sheriff's Department
5. Mono County Sheriff's Department
6. San Diego City Life Guard
7. Sonoma County Sheriff's Department
8. Trinity County Sheriff's Department



Memo to Finance Committee  
July 17, 1991

Item 1e - File 146-91-21.1

**Department:** Department of Public Health (DPH)  
Communicable Disease Control, Tuberculosis Control  
Division

**Item:** Resolution to accept and expend a continuation Federal  
grant which includes indirect costs of \$49,997 based on 20  
percent of personnel costs, and to authorize the expenditure  
of grant funds to establish and finance Civil Service  
positions for the provision of these services.

**Amount of Grant:** \$498,444

**Source of Grant:** U.S. Department of Health & Human Services  
Centers for Disease Control

**Grant Period:** July 1, 1991 through June 30, 1992 (see Comment #1)

**Project:** Tuberculosis Cooperative Agreement Project and HIV/TB  
Prevention Project

**Description:** The Board of Supervisors authorized the DPH to apply for  
the proposed grant funds (File 146-91-21) in the amount of  
\$1,057,580 on March 11, 1991. However, due to Federal  
budget constraints the U.S. Department of Health & Human  
Services later reduced the proposed grant funds to \$498,444.

The proposed grant funds would be used to complement  
existing services which are offered at the Tuberculosis  
Clinic at San Francisco General Hospital. Specifically, the  
grant funds would be used for two projects, the  
"Tuberculosis Cooperative Agreement Project" and an  
"HIV/TB Prevention Project." The "Tuberculosis  
Cooperative Agreement Project" would complement  
existing medical services by increasing outreach to people  
who are at high risk of contracting tuberculosis and would  
provide funding for the "directly observed therapy"  
outreach program for patients with active tuberculosis.  
DPH personnel go into the community to bring medication  
to patients who cannot or would not take their medication  
on their own. DPH personnel would also provide  
translations services for multi-lingual clientele in the  
Tuberculosis Clinic.

The "HIV/TB Prevention Project" would provide for the administration of observed preventative therapy for IV drug users who are infected with the tuberculosis organism, but are not yet ill. Preventive therapy would be provided at the following four methadone maintenance sites: San Francisco General Hospital's Substance Abuse Services Division, Haight Ashbury Free Medical Clinic, Bayview Hunters Point Methadone Treatment Program, and at Westside Methadone Treatment.

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Senior Disease Control Investigator	1.00	\$44,174
	Disease Control Investigator	1.00	40,826
	Healthworker I	3.00	65,393
	Healthworker II	1.00	26,000
	Secretary II	.50	15,600
	Clerk Typist	<u>2.00</u>	<u>50,759</u>
	Subtotal Personnel	8.50	242,752
	Bilingual pay		5,460
	Overtime pay		3,861
	Premium pay		747
	Fringe Benefits		<u>71,143</u>
	Total Personnel		323,963
	<u>Other</u>		
	Travel	\$12,685	
	Office Supplies	746	
	Medical Supplies	4,000	
	Pharmaceuticals	1,350	
	Food and Incentives for Patients.	<u>1,703</u>	
			20,484
	<u>Contractual Services</u>		
	San Francisco General Hospital -		
	Substance Abuse Services	26,000	
	Haight Ashbury Free Medical Clinic	26,000	
	Bayview Hunters Point Methadone		
	Treatment Program	26,000	
	Westside Methadone Treatment	<u>26,000</u>	
	Total Contractual Services		104,000
	Indirect Costs		<u>49,997</u>
	Total Project Budget		\$498,444

BOARD OF SUPERVISORS  
BUDGET ANALYST

**Indirect Costs:** \$49,997 or approximately 20 percent of personnel costs, excluding fringe benefits and pay premiums.

**Required Match:** None

**Comments:** 1. Mr. Tony Paz, the Tuberculosis Control Division Program Manager at the DPH reports that although the proposed grant funds would cover the grant period beginning July 1, 1991, the DPH has not yet received the proposed grant funds. Therefore, the proposed resolution does not have to be amended to authorize the DPH to accept and expend the proposed grant funds retroactively. Mr. Paz indicates that since the proposed grant is a continuation grant, the DPH anticipates that approximately \$67,000 in unspent grant funds will be available from FY 1990-91 to fund DPH personnel until the proposed grant funds are received. Mr. Paz also indicates that the DPH has already received an award letter from the Centers for Disease Control, and the DPH will receive the proposed grant funds pending authorization from the Board of Supervisors.

2. As previously noted, the DPH had originally requested grant funds in the amount of \$1,057,580. Mr. Paz reports that the Centers for Disease Control had indicated its intention to possibly fund a new Tuberculosis Elimination Plan. However, the DPH was notified that the new Tuberculosis Elimination Plan would not be funded, and instead the DPH would be receiving a grant for \$498,444 which would be used to fund the continuation of existing Tuberculosis Control Project programs.

3. Mr. Paz reports that all of the proposed grant-funded positions would be used to continue funding for existing DPH personnel, and none of the proposed grant funded positions are new positions. Mr. Paz also reports that if grant funds are reduced or terminated, then the DPH would maintain tuberculosis control through identifying alternative funding sources. The proposed grant would continue funding for 8.5 FTE positions in DPH.

4. The \$12,685 budgeted for Travel would be used for attending in-State meetings, seminars, training, local and out-of City mileage, and for bus tokens for patients.

5. In 1990-91 DPH received a total of \$475,629 for twelve months for the Tuberculosis Control Project. The proposed 1991-92 grant for \$498,444 represents a \$22,815 or approximately 5 percent increase in funds.

Memo to Finance Committee  
July 17, 1991

6. Attached is the "Summary of Grant Request" as completed by the DPH.

**Recommendation:** Approve the proposed resolution.



Item No.            **Health Commission - Summary of Grant Request**

Rev. 4/10/90

Grantor CENTER FOR DISEASE CONTROL  
 Contact Person VICTORIA WESTBERG/GRANTS  
 Address 255 E. PACES FERRY RD. N.E. RM300  
MAIL STOP #14, ATLANTA, GA 30305

Division COMMUNITY PUBLIC HEALTH SERVICE  
 Section BEDC/TB CONTROL  
 Contact Person FRAN TAYLOR, M.D.  
 Telephone 821-8524 (GISELA SCHECTER, MD)  
 Application Deadline MARCH 22, 1991  
 Notification Expected MAY 15, 1991

Amount Requested \$ 498,444  
 Term: From 7-1-91 To 6-30-92

Health Commission                                  Board of Supervisors: Finance Committee                                   
 Full Board                                 

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (amendment) (augmentation) grant in the amount of \$498,444 from the period of July 1, 1991 to June 30, 1992 to provide assistance in the reduction and control of tuberculosis in San Francisco.  
 (Circle appropriate words)

**II. Summary:** (Concise history; need addressed; number & groups served; services and providers)

Diagnostic treatment, surveillance, screening, case finding, registry and medical consultation have been supported by this project for 9 years.. The project serves all communities in San Francisco.

**III. Outcomes/Objectives:**

1. To assure adequate treatment of cases by daily observed therapy. 2. To identify and treat infection in Substance Abuse Clinics where HIV infection increases risk. 3. Assist in the reduction and ultimate elimination of tuberculosis by instituting intensified outreach

**IV. Effects of Reduction or Termination of These Funds:**

Current activities, daily observed therapy and screening, and preventive therapy for infection in substance abuse sites would have to be discontinued. Proposed activities, intensified outreach and screening, information and education activities, and improved patient care would not be realized.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$359,872	\$432,390	\$498,444	+\$66,054	-0-	
Personnel	235,717	269,173	323,143	+ 53,970	-0-	
Equipment	3,020	6,417	-0-	- 6,417	-0-	
Contract Svc.	72,000	93,173	104,000	+ 10,827	-0-	
Mat. & Supp.	9,229	6,350	7,799	+ 1,449	-0-	
Facilities/Space	-0-	-0-	-0-	-0-	-0-	
Other Travel	3,878	15,004	12,685	- 2,319	-0-	
Indirect Costs	36,028	42,373	49,997	+ 7,724		

**VI. Data Processing**

(See included above) 6,417 -0- -0-                      

**VII. Personnel**

	7.0	8.0	8.0	-0-	
F/T CSC	0.5	0.5	0.5	-0-	
P/T CSC	1.5	2.0	2.0	-0-	
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None are provided.

Will grant funded employees be retained after this grant terminates? If so, how?

Yes, by placement in ad valorem positions.

\*VIII. Contractual Services: Open Bid            Sole Source X (Use source, attach Request for Exemption Form)



Item 1f - File 146-91-31.1

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing DPH to accept and expend a continuation Federal grant to fund the AIDS Surveillance Expanded Initiatives and Evaluation Project, which would include indirect costs in the amount of \$23,162 based on 20 percent of personnel costs, and to authorize the expenditure of grant funds to finance Civil Service positions for the provision of these services.

**Grant Amount:** \$199,177

**Grant Period:** August 1, 1991 to July 31, 1992

**Source of Funds:** U.S. Department of Health and Human Services Centers for Disease Control (CDC)

**Project:** AIDS Surveillance and Expanded Initiatives Project

**Description:** The proposed grant would continue funding for the third and final year of the following two projects:

National Death Index (NDI) Match - The NDI Match project matches the National Death Index, an index of death certificates categorized by cause of death, with the San Francisco DPH Case Registry to evaluate the completeness of reporting and to obtain information on the underlying cause of death for reported persons with AIDS.

Surveillance Evaluation of AIDS Reporting Completeness (SEARCH) - The SEARCH project proposes to assess the completeness of AIDS case reporting in San Francisco during 1990 by analyzing computerized patient care records from selected ambulatory care settings. In previous years completeness of reporting was determined by analyzing hospital patient discharge data.

**Project Budget:      NDI Project**

<u>Personnel</u>	<u>FTE</u>	
Disease Control Investigator	1.0	\$36,468
Statistician	.2	<u>7,402</u>
Personnel Subtotal	1.2	\$43,870
Fringe Benefits @ 26 percent		<u>11,406</u>
		\$55,276
Travel		2,000
<u>Operating Costs</u>		
Materials and Supplies		\$720
Postage		240
Telephone		1,584
Rent		2,298
Reproduction		125
Fees for NDI/AIDS registry file search		580
Fees for requesting death certificates from other health departments		<u>938</u>
		6,485
Indirect Costs (20 percent of personnel)		<u>8,774</u>
Project Total		\$72,535

**SEARCH Project**

<u>Personnel</u>	<u>FTE</u>	
Epidemiologist I	1.0	\$35,472
Disease Control Investigator	1.0	<u>36,468</u>
Personnel Subtotal	2.0	71,940
Fringe Benefits @ 26 percent		<u>18,704</u>
		\$90,644
Travel		1,900
<u>Operating Costs</u>		
Materials and Supplies		1,200
Postage		240
Telephone		2,640
Rent		3,830
UC Berkeley Mainframe Computer Accts.		800
Purchase of computerized out-patient care records		6,000
Fees to match out-patient records with AIDS registry		<u>5,000</u>
Operating Costs Total		19,710

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Indirect Costs (20 percent of personnel)	<u>14,388</u>
Project Total	\$126,642
NDI Project and SEARCH Project TOTAL	\$199,177

**Required Match:** None

**No. of  
Persons Served:** The proposed grant would be used to analyze the trend of the AIDS disease throughout the general population of San Francisco.

**Comments:**

1. Personnel costs are based on salary standardization for FY 1991-92. Since salary standardization has not been approved, Mr. Tim Piland of the Department of Public Health reports that the funds would be allocated to Personnel and, if unspent, would be returned to CDC at the end of the grant period as salary savings.
2. The DPH advises that if grant funds are terminated or reduced, personnel would be terminated or reduced accordingly. The proposed grant includes a total of 3.2 FTEs in the Department of Public Health.
3. The 1991-92 proposed grant award of \$199,177 represents an increase of \$1,079 or approximately .5 percent over the 1990-91 grant award of \$198,098.
4. The "Summary of Grant Request" as prepared by DPH is attached.

**Recommendation:** Approve the proposed resolution.

Item No.                      **Health Commission - Summary of Grant Request** Rev. 4/10/90  
 Dept of Health and Human Services  
 Grantor Centers for Disease Control Division CO/AIDS Div  
 Contact Person Lin Dixon/Candice Nowicki Section AIDS Office  
 Address 255 East Paces Ferry Road, Room 300 Contact Person Tim Piland - Guiliano Nie  
Atlanta, GA 30305 Telephone 554-9132 554-9110  
 Amount Requested \$ 199,177 Application Deadline 5-10-91  
 Term: From 8-1-91 To 7-31-92 Notification Expected 7-1-91  
 Health Commission 6-18-91 Board of Supervisors: Finance Committee                       
 Full Board                     

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ (continuation) ~~(allocation)~~ ~~(reorganization)~~  
 (Circle appropriate words) grant in the amount of \$ 199,177 from the period of 8-1-91 to 7-31-92  
 to provide AIDS Surveillance Expanded Initiatives & Evaluation services.

II. Summary: (Concise summary of need addressed; include a program served; services and providers)

This is the third and final year of a 3-year project period; it funds two activities  
 (1) a program to match the SFPDH AIDS Case Registry with the National Death Index  
 to evaluate completeness of reporting and to obtain info on underlying cause of death  
 for reported PWAs; (2) a program to conduct Surveillance Evaluation of AIDS Reporting  
 -Completeness in Health Care Settings (SEARCH) which proposes to assess completeness  
 (next page)

III. Outcomes/Objectives:

These programs allow AIDS Office to monitor its effectiveness in collecting complete  
 morbidity and mortality data in San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would result in our inability to contribute  
 important information to health care planning for AIDS in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>161,160</u>	<u>198,098</u>	<u>199,177</u>	<u>+ 1,079</u>	<u>none</u>	<u>                    </u>
Personnel	<u>106,139</u>	<u>130,515</u>	<u>145,920</u>	<u>+ 15,405</u>	<u>                    </u>	<u>                    </u>
Equipment	<u>4,962</u>	<u>3,652</u>	<u>0</u>	<u>- 3,652</u>	<u>                    </u>	<u>                    </u>
Contract Svc.	<u>14,950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>                    </u>	<u>                    </u>
Mat. & Supp.	<u>2,780</u>	<u>1,800</u>	<u>1,920</u>	<u>+ 120</u>	<u>                    </u>	<u>                    </u>
Facilities/Space	<u>8,659</u>	<u>8,662</u>	<u>6,128</u>	<u>- 2,534</u>	<u>                    </u>	<u>                    </u>
Other	<u>7,215</u>	<u>32,915</u>	<u>22,047</u>	<u>- 10,868</u>	<u>                    </u>	<u>                    </u>
Indirect Costs	<u>16,455</u>	<u>20,554</u>	<u>23,162</u>	<u>+ 2,608</u>	<u>                    </u>	<u>                    </u>

VI. Data Processing

(none included above)

VII. Personnel

	1.0	2.0	3.0	+1.0
F/T CSC	<u>1.0</u>	<u>2.0</u>	<u>3.0</u>	<u>+1.0</u>
P/T CSC	<u>1.5</u>	<u>1.0</u>	<u>0.2</u>	<u>-0.8</u>
Contractual	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
CDC-funded AIDS Surveillance and Seroprevalence grant (Project 416)

Will grant funded employees be retained after this grant terminates? If so, How?  
No.

\*VIII. Contractual Services: Open Bid none Sole Source none (If sole source, attach Request for Exception Form)



Item 1g - File 146-91-32.1

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State grant which includes indirect costs in the amount of \$24,501 based on 10 percent of personnel costs excluding salaries from the Comprehensive Perinatal Services (Enhanced Activities Services) and to authorize the expenditure of grant funds to establish and finance Civil Service positions.

**Grant Amount:** \$495,743

**Grant Period:** July 1, 1991 through June 30, 1992

**Source of Funds:** State Department of Health Services  
Maternal Child Health (MCH) Branch

**Project:** Comprehensive Perinatal Services Program

**Description:** The proposed State grant, which the Board of Supervisors authorized (File 146-91-32) and the DPH applied for on May 3, 1991, would provide funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed State grant would also provide funds for the development of a toll-free MCH referral service. This toll-free service is mandated under the Federal Ombudsman Budget Reformation Act (OBRA '89) which requires States to provide low-income individuals who lack phones free access to information on available health care services. This toll-free service would arrange appointments for individual perinatal services. It would also give referrals to services available under the Women, Infants and Children (WIC) Program, which provides nutrition, education and supplemental foods to pregnant women and children under the age of five who are receiving medical care. Finally, it would give referrals to

services available under the Child Health Disability Program (CHDP), which provides routine health screening to children up to age 13. The proposed grant funds would be used to develop an inventory of MCH providers, and to implement a toll-free telephone system so that individuals could be provided with a list of MCH providers in their area.

**No. of Persons  
Served:**

Approximately 1,500 Medi-Cal eligible women

**Indirect Costs:**

\$24,501

**Comments:**

1. According to Ms. Ginger Smyly of the DPH, the final project budget, including indirect costs and the County's required match, will be provided prior to the July 24, 1991, Finance Committee Meeting. Ms. Smyly reports that the DPH has requested that this item be continued until the July 24, 1991 Finance Committee Meeting.

2. The "Summary of Grant Request" as prepared by the DPH is attached, which reflects the preliminary budget to be updated by the DPH.

**Recommendation:** Continue the proposed resolution one week per the request of the Department.

Item No.            Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State DHS, MCH Branch  
 Contact Person Doris Barrows  
 Address 714 - P Street, Rm 740  
Sacramento, CA

Division CPHS  
 Section Family Health  
 Contact Person Virginia Smyly  
 Telephone 554-2575

Amount Requested \$ 495,743

Application Deadline May 3, 1991

Term: From July 1, 1991 To June 30, 1992

Notification Expected June 1991

Health Commission                      Board of Supervisors: Finance Committee                     

Full Board                     

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) <sup>and</sup> (allocation) (augmentation to a) grant in the amount of \$ 495,743 from the period of July 1, 1991 to June 30, 1992 to provide various perinatal                      services.

II. Summary: (Concise summary of need addressed, needs or groups served, services and providers)

The MCH Block grant is utilized to recruit, train, provide technical assistance and quality assurance activities for implementation of the CPSP program. In addition Black Infant Health funds are provided to reduce the incidence of poor perinatal outcomes for Blacks. A toll free MCH referral line is required by OBRA '89, the state has passed the funds to counties to implement.

III. Outcomes/Objectives:

Increased access to CPSP provides for pregnant women; Increased support, education and intervention services for Black women and their infants and increased access to appropriate providers of CHDP, Family Planning, CPSP, CCS, and WIC for the residents of San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Efforts to increase access and quality of prenatal and related services. will be curtailed. Ongoing or deteriorating perinatal outcomes for pregnant women and their poor infants.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Year Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	152,990	224,383	495,743	271,360	55,971	
Personnel	149,640	186,218	407,590	221,372	53,057	
Equipment	0	0	750	750		
Contract Svc.	0	13,400	21,975	8,575		
Mat. & Supp.	2,000	11,901	30,477	18,576	1,565	
Facilities/Space	0	0	7,250	7,250		
Other	1,350	11,700	3,200	8,500		
Indirect Costs	0	1,164	24,501	23,337	1,349	

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC		0	1.000	/	
P/T CSC	2.94	4.55	6.32	/	.82
Contractual	0	.25	.25	/	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
County general funds

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid

Sole Source

(If sole source, attach Request for Exception Form)



Item 1h - File 146-91-40.1

**Department:** Department of Public Health (DPH)  
Division of Mental Health  
Substance Abuse and Forensic Services

**Item:** Resolution authorizing DPH to accept and expend a State continuation grant, which includes indirect costs in the amount of \$5,280 based on two percent of total costs

**Grant Amount:** \$264,000

**Source of Grant:** State Department of Mental Health Services

**Grant Period:** July 1, 1991 to June 30, 1992

**Project:** AIDS/ARC residential care, Peter Claver Community and Continuum HIV adult day services

**Description:** The proposed continuation grant, which the DPH applied for on May 7, 1991 after receiving permission from the Board (File 146-91-40), would renew funding for a residential facility that provides support services for up to eight residents with mild to moderate AIDS-related dementia (brain disorders). This facility allows the residents to receive intensive support services, such as psychotherapy, supervision and coordination of home-based services, without having to be placed in hospitals.

The DPH contracts with Catholic Charities Peter Claver Community to operate the Supportive Housing for Residents with AIDS/ARC Dementia Project. FY 1991-92 would be the fourth year Catholic Charities would operate this program.

In addition, the proposed grant would renew funding for 40 persons with AIDS and serious psychiatric dysfunction to receive adult day health care, including support groups and individual counseling, medical, psychiatric and functional assessment, and skilled nurse and attendant care.

The DPH contracts with Continuum HIV Adult Day Health, a nonprofit organization, to operate the Adult Day Health Care Project. FY 1991-92 would be the third year Continuum HIV Adult Day Health would operate this program.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Grant Budget:**

**Residential Project**

<u>Contractual Personnel</u>	<u>FTE</u>	<u>Amount</u>
Social Worker/Volun. Coord.	1.0	\$ 29,113
Social Worker	.5	13,830
Activities Coordinator	1.0	28,691
Administrative Asst.	<u>1.0</u>	<u>21,000</u>
	3.5	
Personnel Subtotal		\$ 92,634
Fringe Benefits @ 21%		<u>19,453</u>
Personnel Total		\$ 112,087
<u><b>Contractual Operations</b></u>		
Conference/Travel		\$2,000
Consultation		17,701
Client-related expenses		5,000
Office/Postage expenses		1,150
Printing		500
Staff Development		<u>1,700</u>
Operations Subtotal		<u>28,051</u>
Total Contractual Costs		140,138
Catholic Charities Overhead @ 14.7 percent of Total Contractual Costs		20,582
Indirect Costs @ 2% of Total Grant		<u>3,280</u>
Total Residential Care		\$164,000

**Adult Day Health Project**

<u>Contractual Personnel</u>	<u>FTE</u>	<u>Amount</u>
Social Worker	.35	\$10,806
Activities Coordinator	.35	8,991
Program Asst.	1.0	20,000
Program Director	.35	12,480
Nurse Manager	<u>.35</u>	<u>15,625</u>
Personnel Subtotal	2.4	\$ 67,902
Fringe Benefits @ 23%		<u>15,617</u>
Personnel Total		83,519

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Operations

Client-related expenses \$3,778

Contract Overhead

Administrator .21 10,703

Indirect Costs @ 2% of Total Grant 2,000

Total Residential Care \$ 100,000

FTE Staff: 6.11 FTE (Contractual Services)

Required Match: None

Indirect Costs: \$5,280 or 2% of total grant

Comments:

1. According to Mr. Don Hardiman of Catholic Charities, the \$17,701 Consultation cost would partially pay for a psychiatrist who would work at Peter Claver one day per week to consult on clinic issues and psychiatric medication, to evaluate residents, and to prescribe medicine. It would also partially pay for a nurse who would provide home care through Peter Claver three times per week.

2. Ms. Rinna Flohr of the DPH advises that if grant funding were reduced or terminated and other sources of funding could not be located, contract personnel would be reduced or terminated accordingly.

3. The Continuum HIV Adult Day Health contract would be sole source because Continuum HIV Adult Day Health is the only organization in San Francisco providing Adult Day Care, Ms. Flohr reports. Ms. Flohr further reports that the Catholic Charities contract would be sole source because this program provides permanent housing for clients with dementia. Since one of the program goals is stable housing, clients should not be moved as a result of changing contracts, according to Ms. Flohr.

4. According to Ms. Flohr, the DPH is waiting for Board approval before accepting the proposed grant. However, the program has continued to operate without funds since July 1, 1991. Therefore, payments to the contracting agencies will be reimbursed upon receipt of grant funds.

5. Attached is the Summary of Grant Request prepared by DPH.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_ 11th Commission - Summary of Int Request Rev. 4/10/90

Grantor State Department of Mental Health Division Division of Mental Health, Substance Abuse and Forensic Services

Contact Person Lorraine Kroetch Section Adult Community Services

Address 1600 - 9th Street Contact Person Rinna B. Flohr

Sacramento, CA 95814 Telephone 415/558-4801

Amount Requested \$ 264,000 Application Deadline April 30, 1991

Term: From July 1, 1991 To June 30, 1991 Notification Expected June 15, 1991

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ( ) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 264,000 from the period of July 1, 1991 to June 30, 1992 to provide AIDS/ARC/HIV mental health residential and adult day services.

(Circle appropriate words)

II. Summary: (Concise summary; need address; number + groups served; services and providers) Continuation for 3rd year at 4% reduction

- 1) 8 residential beds for AIDS/ARC dementia care will be continued at Peter Claver Community via Division of Mental Health, Substance Abuse and Forensic Services' contract with Catholic Charities (\$160,720) and
- 2) 40 adult day health care clients will be served at Continuum HIV Adult Day Health services via contract for individuals with HIV/AIDS/ARC (\$98,000) (see attached application for more details).

III. Outcomes/Objectives:

- 1) Reduced need for home care and out-patient mental health care.
- 2) Retention of independence in living with assisted and supportive care.
- 3) Reduced dependence on institutional care.

IV. Effects of Reduction or Termination of These Funds:

- 1) Residential alternatives to institutional care will be decreased for AIDS/ARC clients with mild to severe dementia.
- 2) No adult day health care will be available to HIV/AIDS/ARC clients.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$ <u>264,571</u>	\$ <u>264,571</u>	\$ <u>264,000</u>	(\$ <u>571</u> )	<u>-N/A-</u>	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	\$ <u>259,280</u>	\$ <u>259,280</u>	\$ <u>258,720</u>	(\$ <u>560</u> )	<u>-N/A-</u>	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	\$ <u>5,291</u> (2%)	\$ <u>5,291</u> (2%)	\$ <u>5,280</u> (2%)	(\$ <u>11</u> )	_____	_____

VI. Data Processing:

(costs included above)

VII. Personnel

F/T CSC	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____
Contractual	\$ <u>259,280</u>	\$ <u>259,280</u>	\$ <u>258,720</u>	(\$ <u>560</u> )

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
-N/A-

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained if other sources of funding can be located.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exception Form)



Item 1i - File 146-91-56

**Department:** Department of Public Health (DPH)  
Community Public Health Services

**Item:** Resolution authorizing the Department of Public Health to apply for a supplemental grant which includes 20 percent of personnel costs (to be determined), and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$650,000

**Source of Funds:** Centers for Disease Control

**Grant Period:** September 1, 1991 through August 31, 1992

**Project:** Study on the effectiveness of various counseling models used for HIV risk reduction on biological and behavioral outcomes.

**Description:** The proposed supplemental grant would provide funds for the first year of a five-year program to evaluate the effectiveness of an enhanced counseling model through studies conducted among sexually transmitted disease (STD) clinic clients. San Francisco would be one of five sites to implement the two-phased study.

The first phase, which is expected to last one year, would be developmental/pilot testing to sort and examine different counseling components which may lead to a reduction in high risk behavior to determine the intervention used in the second phase. If awarded the grant, San Francisco would have significant input in identifying the intervention and shaping the protocol for the second phase.

The second, experimental phase, which is expected to last four years, would consist of a randomized assignment of seropositive and seronegative persons into standard or enhanced counseling to test the biologic and behavioral outcomes associated with each. This would involve contact by the sites over a period of 24 months for periodic questionnaires and STD testing. Each site would operate using the same protocol as the other sites.

While the study sites would draw participants from the DPH's STD clinic, the study would not need to be carried out at the clinic site unless after-hours use was part of the plan. Actual services connected with the study would usually be conducted off-site at a location convenient to participants. The CDC requires that selected sites must be able to participate without disrupting the ongoing delivery of services.

**Project Budget:** To be determined

**Comments:**

1. Ms. Elizabeth Stoller of the Department of Public Health reports that a budget will be provided when the DPH requests permission to accept and expend the proposed grant.
2. Attached is the Summary of Grant Request as prepared by the DPH. According to Ms. Stoller, amounts are not included under Question V because budget information is not yet available.

**Recommendation:** Approve the proposed resolution.



Grantor <u>Centers for Disease Control</u> Contact Person <u>Clara Jenkins</u> Address <u>255 East Paces Ferry Rd NE,</u> <u>Rm. 300, Atlanta, GA 30333</u>  Amount Requested \$ <u>650,000</u> Term: From <u>9/1/91</u> To <u>8/31/92</u> Health Commission _____ Board of Supervisors: Finance Committee _____ Full Board _____	Division <u>Epidemiology and Disease Control</u> Section <u>STD Control</u> Contact Person <u>Elizabeth Stoller</u> Telephone <u>554-9630</u> Application Deadline <u>August 9, 1991</u> Notification Expected <u>September 1, 1991</u>
---	--

**I. Item Description:** Request to (apply for) ~~(accept and expend)~~ a(n) ~~(new)~~ (continuation) ~~(allocation)~~ (augmentation to a) grant in the amount of \$ 650,000 from the period of Sept. 1, 1991 to Aug. 31, 1992 to provide for a research study on modes of HIV counseling services.  
 (Circle appropriate words)

**II. Summary:** (Concise history, need addressed; number & groups served; services and providers)  
Supplementary funds for the establishment of study on the effectiveness of  
various counseling models used for HIV risk reduction on biological and behavioral  
outcomes.

**III. Outcomes/Objectives:**  
To determine the most effective means of providing risk-reduction counseling for STD  
patients who take the HIV antibody test.

**IV. Effects of Reduction or Termination of These Funds:**  
N/A

**V. Financial Information:** BUDGET INFORMATION IS NOT YET AVAILABLE. Announcement is expected by July 1, 1991

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Org.	Proposed	Change		
Grant Amount	_____	_____	_____	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

**VI. Data Processing**

(can be included above)

**VII. Personnel**

F/T CSC	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____
Contractual	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

\_\_\_\_\_

Will grant funded employees be retained after this grant terminates? If so, how?  
Employees will be retained for the duration of this five-year grant.

**\*VIII. Contractual Services:** Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 1j - File 146-91-22.1

**Department:** Department of Public Health (DPH), Community Public Health Services (CPHS)

**Item:** Release of Reserve Funds

**Amount:** \$2,200

**Source of Funds:** Federal grant funds

**Description:** The Board of Supervisors previously authorized the DPH, CPHS to accept and expend a Federal grant in the amount of \$411,820, for the operation of the San Francisco Sexually Transmitted Disease Prevention and Training Center (File 146-91-22). At the same time, the Board reserved \$2,200 of the \$411,820, which was earmarked for the purchase of a Laser Printer, pending the Electronic Information Processing Steering Committee's (EIPSC) approval. EIPSC has reviewed the DPH, CPHS's request for the Laser Printer and has approved the purchase of this equipment in the amount of \$2,200.

**Recommendation:** Approve the release of the reserved funds in the amount of \$2,200.



Item 1k - File 82-91-2

**Departments:** Real Estate Department  
Airport

**Item:** Resolution authorizing acquisition of 20 noise easements in the City of Millbrae for purposes of airport noise mitigation.

**Description:** The San Francisco International Airport's Noise Easement Acquisition Program consists of insulating private residences and schools in the City of Millbrae and other cities which are located near the San Francisco Airport.

The proposed resolution would authorize the City's Director of Property, at the request of the Airport's Commission, to purchase and accept 20 additional noise easements from homeowners within the City of Millbrae at an estimated cost of \$51,416. Airport revenues in this amount have been previously appropriated from the Airport Operating Fund and are available for the acquisition of these noise easements.

In 1988, the Board of Supervisors approved a resolution (File 82-88-9) authorizing the purchase of 38 noise easements in the City of Millbrae for an estimated cost of \$97,263, which constituted Phase I, first increment, of the Noise Easement Acquisition Program. In 1989, the Board of Supervisors approved resolution (File 82-89-6) authorizing the purchase of 28 additional noise easements in the City of Millbrae for an estimated cost of \$70,622, which constituted Phase I, second increment, of the Noise Easement Acquisition Program. In 1990, the Board of Supervisors approved a resolution (File 82-90-10) authorizing the purchase of 83 noise easements in the City of Millbrae for an estimated cost of \$204,420, which constituted Phase II, first increment of the Noise Easement Acquisition Program.

The proposed resolution to acquire 20 noise easements at an estimated cost of \$51,416 would constitute Phase II, second increment, of the Noise Easement Acquisition Program. If the proposed resolution is approved, a total of 169 noise easements at a total cost of \$423,721 for the City of Millbrae would be authorized.

**Comments:**

1. Each resolution approving the purchase of noise easements lists the specific properties which would be included in the program. The 1990 resolution (File 82-90-10), which approved the purchase of 83 noise easements for an estimated cost of \$204,420, included a property at 316 Santa Paula Avenue in Millbrae. The owner of 316 Santa Paula Avenue has withdrawn from the Airport Noise Easement Acquisition Program. According to the proposed resolution, a replacement property has been chosen at 422 Nadina Avenue and the same \$2,633.87 of the estimated \$204,420 would be transferred from its original allocation for 316 Santa Paula to 422 Nadina Avenue.
2. Once purchased, the noise easements would remain in effect for 20 years. According to Mr. Arnold Feener of the Airports Commission, the City of Millbrae would pay 80 percent of the total construction costs and insurance fees with funding obtained from Federal grant funds. San Francisco would pay the remaining 20 percent of the total construction and title insurance fees in return for the grant of easements. The proposed resolution represents San Francisco's share of these costs.
3. The Board of Supervisors has already approved the acquisition of noise easements in the Cities of South San Francisco and San Bruno, as part of the City's ongoing Airport Noise Monitoring Program.
4. The Noise Easement Acquisition Program is in conformity with the City of Millbrae's Master Plan per its City Council Resolution No. 88-92.
5. Mr. Don Garibaldi of the City Attorney's Office reports that the Airport has spent over \$1,000,000 in legal and related costs to defend against noise-related small claims lawsuits filed by San Mateo County residents since 1982. The City's acquisition of noise easements has significantly reduced Airport noise claims against the City in the past few years.

**Recommendation:**

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 11 - File 200-91-3

- Department:** Real Estate Department  
Department of Public Works (DPW)
- Item:** Resolution authorizing the Director of Public Works or the Director of Property to execute right-of-way certifications for State and Federally funded road projects.
- Description:** The proposed resolution would authorize the Director of Public Works or the Director of Property to execute right-of-way certifications for all State and Federally funded roadway projects. The right-of-way certification is a document that certifies that all property rights have been obtained, relocations of the occupants has been accomplished and all utility companies and railroads, affected by a State or Federally funded roadway project, have been notified and have agreed to their relocation.
- The Real Estate Department reports that the State Department of Transportation, which is the monitoring agency for all State and Federal roadway funds, requires that right-of-way certifications be signed by a person authorized by the Board of Supervisors. The State Department of Transportation's Local Programs Manual, Volume I, stipulates that it can accept right-of-way certifications executed by either the Director of Public Works or the Director of Property, if the local Board of Supervisors authorizes such execution.
- The Real Estate Department advises that the State Department of Transportation's approval of right-of-way certifications is required in order for the City to obtain Federal and State funds for roadway projects and to advertise and award bids for these projects.
- Comment:** The Real Estate Department reports that the proposed legislation will permit the Director of Public Works or the Director of Property to have ongoing authorization to execute right-of-way certifications as opposed to having to submit separate legislation to the Board of Supervisors for each State or Federally-funded roadway project, as was previously the case.
- Recommendation:** Approve the proposed resolution.



Items 2 and 3 - Files 101-91-2 and 102-91-2

1. The proposed legislation would approve the Annual Appropriation Ordinance (File 101-91-2) and the Annual Salary Ordinance (File 102-91-2) for Fiscal Year 1991-92.

2. The Board of Supervisors previously approved the Fiscal Year 1991-92 Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance (Files 101-91-1 and 102-91-1).

3. The Finance Committee conducted hearings and budget review sessions on the Mayor's proposed budget for Fiscal Year 1991-92 and has made recommendations for amendments to the Mayor's Budget. The Mayor's budget, with the amendments recommended by the Finance Committee, has been transmitted to the Board of Supervisors. This budget, as amended by the Finance Committee, is reflected in the proposed Annual Appropriation Ordinance and Annual Salary Ordinance for Fiscal Year 1991-92.

Recommendation

Approve the proposed 1991-92 Annual Appropriation Ordinance and Annual Salary Ordinance in accordance with the amendments previously recommended by the Finance Committee to the Mayor's proposed 1991-92 budget.



Item 4 - File 118-90-8

**Note:** This item was continued by the Finance Committee at its meeting of July 10, 1991.

**Department:** Department of Public Health, Toxics and Safety Services

**Item:** Ordinance amending Part II, Chapter 5 of the San Francisco Municipal Code by adding Section 1310 to provide for application fees for variances and exemptions from the requirements of the video display terminals worker safety ordinance.

**Description:** In January of 1991, the Board of Supervisors approved an ordinance mandating VDT worker safety regulations, which includes the implementation of certain workstation requirements within two years for the City and County as well for San Francisco businesses.

The VDT ordinance also provided for an exemption/variance process whereby businesses could apply for variances or exemptions from the mandates of the ordinance. A variance would be granted if the employer shows that "an alternative program, method, practice, means, device, or process will provide equal or superior safety for VDT operators" as compared to the ordinance requirements. An exemption would be granted for a period of up to two years if the employer shows that:

- Their business requires the use of specialized VDT or workstation equipment, which does not conform to the rules defined in the VDT ordinance; and
- Using equipment that conforms to the VDT ordinance adversely affects task or work operations.

When the Board of Supervisors previously approved the VDT ordinance, the ordinance, as approved, provided for the charging of fees for variances/exemptions. However, the original ordinance did not include the specific amount of fees to be charged for the variance/exemption process. This proposed ordinance would implement a specific fee amount to be charged for the variance/exemption process.

This proposed ordinance would implement a variance/exemption appeals fee of \$225.00 to cover the administrative costs of reviewing and processing applications for variances to the VDT ordinance. To determine the proposed fee of \$225.00, the Bureau of Toxics and Safety Services of the Department of Public Health estimated an average time requirement of three staff hours to fully process a variance application, and an average cost of \$75.00 per hour. Based on these estimates, the Bureau calculated the fee for variance/exemptions to be \$225.00.

**Comments:**

1. According to Mr. William Lee of the Bureau of Toxics and Safety Services, the average cost per hour of \$75.00 includes:

	<u>Hourly rate</u>
• Salaries, mandatory fringe benefits and associated operating expenditures	\$50.00
• Administrative overhead including training, staff support to VDT advisory commission, research and documentation, support staff, and City Attorney	19.00
• DPH accounting overhead (8 percent of above two items.)	<u>5.52</u>
Total	\$74.52*

\*Total hourly rate was rounded to the nearest dollar.

2. It should be noted that the above cost estimates do not include time for investigations of complaints, which is provided for under the ordinance. This proposed ordinance only provides for the recovery of costs through fees of the variance /exemptions appeals process. The Bureau of Toxics and Safety Services intends to submit supplemental appropriation legislation, at a later date, to pay for additional staffing to enforce the ordinance, once the Bureau has determined the additional workload imposed by the ordinance.

3. The estimated revenues from the proposed fees would depend on the number of applications for exemptions/variances. Mr. Lee estimates that perhaps 10-20 businesses may apply for an exemption. Assuming a proposed fee of \$225.00, the projected fee revenues would range between \$2,250 to \$4,500.



4. According to Mr. Lee, the proposed ordinance would take effect January 26, 1992, one year after the effective date of the original VDT ordinance.

5. According to Mr. John Madden of the Controller's Office, the proposed fees calculated by the Bureau of toxics and Safety Services include sufficient overhead costs of the City.

**Recommendation:** Approve the proposed ordinance.



Item 5 - File 127-91-10

The proposed ordinance would amend Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by amending Section 1007 to reduce the annual Business Tax Registration Fee from \$150 to \$75 for calendar year 1992 and eliminate it entirely thereafter.

In July, 1988, the Board of Supervisors approved amendments to the City's Municipal Code (File 127-88-1) to require annual renewal of Business Tax Registration Certificates and the annual payment of a \$200 Business Registration Fee. These provisions apply to all businesses operating in the City and County of San Francisco and to all contractors and vendors providing goods or services to the City. In December, 1988, the Board of Supervisors amended the Municipal Code (File 127-88-1.2) to exempt "small businesses" with annual gross receipts of \$15,000 or less from the \$200 annual Business Tax Registration Fee. In July of 1990, the Board of Supervisors approved amendments to the City's Municipal Code (File 127-90-5) to reduce the annual Business Tax Registration Fee from \$200 to \$150 and deleted Section 1007(d) which had permitted taxpayers to apply the \$200 Business Tax Registration Fee as a credit against the gross receipt/payroll taxes owed for the year.

In November of 1988, the Board of Supervisors appropriated (File 101-88-30) a total of \$859,748 to the Treasurer-Tax Collector for a Business Registration Fee Unit and amended the Annual Salary Ordinance (File 102-88-11) for the creation of 13 positions and for computer equipment costs and other operational-related costs associated with establishing a unit to process and enforce annual renewals of Business Tax Registration Certificates and collect the \$200 Business Tax Registration Fee. The Business Registration Fee Unit was also created to identify businesses located outside of San Francisco that do business in San Francisco and which would be subject to the Business Registration Fee. The Unit was also established to identify businesses that are not paying other taxes, besides the Business Tax Registration Fee, that are due to the City.

Comments

1. The 1991-92 adjusted Annual Appropriation Ordinance contains a revenue estimate of \$7.4 million from the \$150 Business Tax Registration Fee.

2. A comparison of the estimated annual Business Tax Registration Fees that would be generated under the existing ordinance and that would be generated under the proposed ordinance are as follows:

	<u>Annual Business Tax Registration Fee</u>	<u>Projected Revenues For Fiscal Years</u>
Current Estimated Revenues (FY 91-92)	\$150	\$7.4
Proposed Estimated Revenues - Calender Year 1992 (FY 92-93)	75	3.7
Proposed Estimated Revenues Thereafter (FY 93-94)	-0-	-0-

3. Mr. Richard Sullivan of the Tax Collector's Office reports that the same level of staffing and work will be required of the Tax Collector's Office regardless of whether the Business Tax Registration Fee is \$150 or \$75. In fact, according to Mr. Sullivan, even if there were no Business Tax Registration Fee, most of the costs incurred by the Tax Collector's Office would continue in order to issue the currently required annual renewal of the Business Tax Registration Certificates (separate and apart from the fee collection) as well as to continue to identify firms doing business in San Francisco that are not paying other taxes due to the City.

4. The Business Registration Fee Unit --which includes both the Business Tax Unit, responsible for processing new applications for registration, collecting fees and sending out delinquency notices and the Tax Clearance Unit, responsible for identifying businesses not currently registered, firms that are doing business in San Francisco and checking if such businesses owe other City taxes-- is included in the Business Tax Division. In addition, there are two positions in the Purchaser's Office that are responsible for insuring that any firm that does business with the City of San Francisco is registered with the City and has paid all applicable taxes. The 1991-92 budget for the Business Tax Division is approximately \$3 million.

5. Mr. Sullivan reports that approximately 50,000 firms are subject to paying the Business Tax Registration Fee annually. Mr. Sullivan reports that 43,382 business have paid the Business Tax Registration Fees. 6,567 additional firms are exempt from the Business Tax Registration Fee and approximately 6,000 are delinquent in paying the Business Tax Registration Fee.

### Recommendation

The proposed ordinance is a policy matter for the Board of Supervisors.

Item 6 - File 127-91-9

**Note:** This item was continued at the July 10, 1991 Finance Committee Meeting.

This is a draft ordinance amending Part III of the City's Municipal Code by repealing Sections 601, 602A, 602.5, 602.5-1, 603 through 608, 610, 615 and 618 and by adding new Sections 601 through 612 to convert the tax to a tax on operators at the rate of \$11 per year per stall, plus a \$2 per year per stall surtax for valet parking stalls.

**Description**

The proposed draft ordinance would amend the City's Municipal Code by eliminating the existing Parking Tax percentage formula and replace it with an annual fee per parking stall that the parking lot operators would be responsible for paying. The annual fees would be \$11 per parking stall per year plus a \$2 surcharge for valet parking per parking stall per year. However, the author of the proposed ordinance has reported that the charge should be \$11 per month (not per year) per parking stall plus a \$2 surcharge per month (not per year) for valet parking.

The proposed draft ordinance would include in its definition of parking station any outdoor space, building, or structure or any portion thereof, where motor vehicles may be parked, stored, housed or kept in exchange for rent. The total number of parking stalls in a parking station would be determined by dividing the total area of the parking station measured in square feet by 230, and then rounding to the nearest whole number. Verification of the stall calculation would be submitted by the parking station operator by submitting either of the following:

1. A report prepared by an architect or civil engineer duly licensed by the State which attests to the total square footage.
2. A certified copy of a blueprint or plan of the parking station filed and on record with the City which sets forth the total square footage of the parking station.

**Comments**

1. According to Ms. Julie DiGregorio, representative of the Parking Industry, a study conducted by Twitchel Consultants reported that San Francisco currently has approximately 109,049 parking stalls in the downtown area and 80,000 parking stalls in the rest of the City for a total of approximately 190,000 parking stalls. According to the Twitchel report, the 109,049 parking stalls downtown are mostly valet parking stalls.

2. Mr. Tim Johnson of the Department of Parking and Traffic reports that DPT is unable to concur with the estimated 190,000 parking stalls in San Francisco. The Budget Analyst notes that the 190,000 estimate includes parking stalls located at gas stations, under the freeway, hotels and other parking areas

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



that would be exempt from the proposed ordinance. According to Mr. Bill Wycko of the Department of City Planning, there are approximately 50,000 parking stalls in the downtown area and 59,000 parking stalls in the rest of the City for a total of approximately 109,000 stalls Citywide that would be included in the proposed ordinance. Mr. Richard Sullivan of the Tax Collector's Office reports that 109,000 is a reasonable estimate of the number of parking stalls in the City. Mr. Wycko advises that the 109,000 is only an estimate and that the Department of City Planning will be conducting a new survey of parking stalls sometime in August of 1991.

3. Using the proposed \$11 per month parking stall fee, the \$2 per month valet parking fee and the Parking Industry's estimated 190,000 parking stalls, the proposed ordinance would generate approximately \$27,696,000. Using the Department of City Planning's estimate of 109,000 parking stalls, the proposed ordinance would generate approximately \$15,588,000 as reflected in the table below. Based on these two estimates of the number of parking spaces, the tables below include monthly and annual fees and valet parking surcharge to calculate the amounts of additional revenue that could be generated. The total amount of revenue generated from the valet fee is based on the assumption that the estimated number of stalls in the downtown area are all valet parking stalls (i.e. 50,000 spaces for the low estimate and 109,049 for the high estimate) Both the Twitchel Consultants and the Department of City Planning report that approximately 50 percent of the City's off-street parking stalls are located downtown.

**Department of City Planning Estimate of 109,000 Parking Stalls**

<u>Monthly Fee</u>	<u>Annual Fee</u>	<u>Subtotal</u>	<u>±</u>	<u>Valet Fee</u>	<u>≡</u>	<u>Total Revenue</u>
\$11	\$132	\$14,388,000		\$1,200,000		\$15,588,000
12	144	15,696,000		1,200,000		16,896,000
13	156	17,004,000		1,200,000		18,204,000
14	168	18,312,000		1,200,000		19,512,000
15	180	19,620,000		1,200,000		20,820,000
16	192	20,928,000		1,200,000		22,128,000
17	204	22,236,000		1,200,000		23,436,000
18	216	23,544,000		1,200,000		24,744,000
19	228	24,852,000		1,200,000		26,052,000
20	240	26,160,000		1,200,000		27,360,000
21	252	27,468,000		1,200,000		28,668,000
22	264	28,776,000		1,200,000		29,976,000
23	276	30,084,000		1,200,000		31,284,000
24	288	31,392,000		1,200,000		32,592,000
25	300	32,700,000		1,200,000		33,900,000
26	312	34,008,000		1,200,000		35,208,000



**Twitchel Consultants Estimate of 190,000 Parking Stalls**

<u>Monthly Fee</u>	<u>Annual Fee</u>	<u>Subtotal</u>	<u>±</u>	<u>Valet Fee</u>	<u>=</u>	<u>Total Revenue</u>
\$11	\$132	\$25,080,000		\$2,616,000		\$27,696,000
12	144	27,360,000		2,616,000		29,976,000
13	156	29,640,000		2,616,000		32,256,000
14	168	31,920,000		2,616,000		34,536,000
15	180	34,200,000		2,616,000		36,816,000

4. The City currently collects approximately \$24 million annually, including \$6 million allocated to the Senior Citizens Programs Fund, from the City's Parking Tax based on a 15 percent Parking Tax and a five percent Parking Tax Surcharge rate of parking fees charged at City-owned garages and privately owned garages. In addition, the Mayor's 1991-92 budget includes \$5.5 million (11 months in fiscal year 1991-92) in revenue to be generated by increasing the City's Parking Tax Surcharge by five percent for a total of \$29.5 million in revenue generated by the Parking Tax for fiscal year 1991-92. The ordinance proposing this additional five percent Parking Tax Surcharge increase is currently before the Finance Committee ( see Item 7, File 127-91-8 of this report).

5. The proposed ordinance is based on a flat fee and does not include provisions for inflation. The current parking tax, which is based on a percent of the rate paid, automatically increases revenues to the City as rates or total parking revenues increase. Under the proposed ordinance, the Board of Supervisors would have to amend the ordinance to increase the parking stall rate.

6. According to Mr. Sullivan, the proposed ordinance does not take into account the various prices charged at different parking lots throughout the City. For example, one parking lot downtown may charge \$1 for every 30 minutes or approximately \$16 per day to park in one stall while a smaller lot in a more inconvenient location charges \$4 for the entire day for one stall. Under the proposed ordinance, both parking lots would pay the same for each stall regardless of the amount of revenue the parking lot generates from the stalls. According to Mr. Sullivan, this could result in less parking revenues and less profits at the smaller, less expensive parking lots which, in turn, could decrease the amount of revenues which the City would be able to generate under the proposed fixed fee plan. In addition, the valet parking lots can accommodate more cars per square foot than the nonvalet parking lots, making it difficult to estimate the actual number of parking stalls.

7. The proposed parking stall fee is not a special tax and would be deposited to the City's General Fund. If this legislation were approved, it is anticipated that the Mayor and the Board of Supervisors would then appropriate a portion of these funds for use by the Commission on Aging to continue to provide services for senior citizens since presently, as previously noted, approximately \$6 million from the City's Parking Tax is annually appropriated to the Senior Citizens Programs Fund.

8. Section 605 of the proposed ordinance allows an adjustment to a parking lot operator's tax bill for non-revenue generating stalls. This adjustment would be made by the Tax Collector if an operator claims to have charged rent for less than all of the parking stalls in the parking lot or where some of the stalls are used for residents at no charge. According to Mr. Sullivan, the implementation of Section 605 would be difficult for the Tax Collector in determining whether the parking stall was or was not revenue generating.

**Recommendations**

1. The proposed ordinance is a policy matter for the Board of Supervisors.
2. If the Board of Supervisors decides to adopt the proposed ordinance, it should be amended to read the amount per stall fee per month plus the amount per stall surtax for valet parking per month instead of per year.

Item 7 - File 127-91-8

**Note:** This item was continued at the July 10, 1991 Finance Committee meeting.

**Item:** Ordinance which amends the Municipal Code to increase the Parking Tax Surcharge from 5% to 10% effective August 1, 1991.

The proposed legislation would end the deferral of the additional 5% parking tax surcharge. This would increase the total Parking Tax and the Parking Tax Surcharges from 20% to 25%, or an increase of 25%, as follows:

Current Parking Tax	15%
Current Parking Tax Surcharge	<u>5%</u>
Current Total Parking Tax and Surcharge	20%

Deferred Parking Surcharge never implemented for collection	<u>5%</u>
--	-----------

Proposed Total 15% Parking Tax and 10% Parking Tax Surcharge	25%
---	-----

**Description:** In June of 1980, the voters in San Francisco approved a 10% Parking Tax Surcharge (Proposition R) in addition to the existing 15% Parking Tax, thereby increasing the effective Parking Tax rate from 15% to 25% of parking fees charged at City-owned garages and privately-owned garages. After approval of this increase by the voters in June of 1980, the Board of Supervisors approved five six-month deferrals and one three-year deferral of its implementation. In December of 1985, the Board of Supervisors lifted the deferral on 5% of the deferred 10% Surcharge, effective March 1, 1986, thereby effecting a 20% total Parking Tax and Surcharge, and continued to defer the remaining 5% of the 10% Parking Tax Surcharge authorized by the voters in 1980. Therefore, the total effective Parking Tax continues presently to be 20% (15% Parking Tax plus 5% Parking Tax Surcharge).

**Comments:**

1. Two-thirds of the present 15% Parking Tax is allocated to the General Fund and one third of the 15% Parking Tax is allocated to the Senior Citizens Programs Fund. Proposition R required that the revenue from the additional 10% Parking Tax Surcharge be deposited entirely in the City's General Fund. The current 5% surcharge is allocated entirely to the General Fund.

2. The estimated amounts of the Parking Tax and the Parking Tax Surcharge, as included in the Mayor's recommended 1991-92 budget amount, are as follows:

	Total <u>Amount</u>	Amount Allocated to <u>General Fund</u>	Amount Allocated to Senior Citizens Programs <u>Fund</u>
15% Parking Tax	\$18,000,000	\$12,000,000	\$6,000,000
5% Parking Tax Surcharge	6,000,000	6,000,000	-
5% Parking Tax Surcharge (Proposed)	5,500,000*	5,500,000*	-
Total 15% Parking Tax and 10% Parking Tax Surcharge	<u>\$29,500,000</u>	<u>\$23,500,000</u>	<u>\$6,000,000*</u>

\* Assumes an effective date of August 1, 1991.

3. As noted above, assuming an effective date of August 1, 1991 the implementation of the additional five percent Parking Tax Surcharge would generate \$5,500,000 in Fiscal Year 1991-92. However, according to Mr. Richard Sullivan of the Tax Collector's Office, the additional surcharge could not be effective prior to September 1, 1991 because the August 1, 1991 date does not provide sufficient time for the City-owned garages and the private parking facility operators to change signs and take care of various other administrative requirements, including the passage of necessary legislation for the City-owned garages. These matters must be completed in order to collect the proposed additional five percent Parking Tax Surcharge. Mr. Sullivan recommends an effective date of September 1, 1991, which he believes would be a reasonable date to begin the imposition of the proposed additional five percent Parking Tax Surcharge. Therefore, the estimated revenues to be generated from this surcharge for Fiscal Year 1991-92 would be \$5 million, instead of \$5.5 million.

4. Mr. Tim Johnson of the Department of Parking and Traffic advises that the Parking and Traffic Commission would require approximately two weeks notice to process the necessary fee increases for the City-owned parking lots. According to Mr. Johnson, if the Finance Committee approves the proposed ordinance, the Department of Parking and Traffic could begin processing the resolutions for the fee increases by August 1, 1991.

5. According to Mr. John Madden of the Controller's Office, the proposed five percent Parking Tax Surcharge could be implemented by August 1, 1991.

6. Another ordinance is also being introduced at the July 17, 1991 Finance Committee meeting which will propose to eliminate the current Parking Tax percentage formula and replace it with an annual fee per parking stall. The annual fees would be \$11 per parking stall per month or \$132 per year plus a \$2 surcharge for valet parking per parking stall per month (see Item 6, File 127-91-9).

**Recommendations:** Implementation of an additional 5% Parking Tax Surcharge is a policy decision for the Board of Supervisors.





Item 8 - File 101-90-72.1

**Department:** Office of the Mayor  
Employee Relations Division (ERD)

**Item:** Release of reserved funds for professional services and salaries

**Amount:** \$50,000

**Source of Funds:** Previously appropriated General Fund monies

**Description:** The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-90-72), totalling \$232,985, to fund professional services and salaries for the ERD, but reserved \$50,000 earmarked for arbitration and arbitration-related services, pending the actual need for such services.

The Mayor's Office reports that the ERD is scheduled to enter into arbitration procedures, with Police, Fire and Airport Police unions, pursuant to Proposition D passed by the City's electorate in November of 1990. As such, the Mayor's Office is requesting the release of the entire \$50,000, which was placed on reserve. The \$50,000 would be expended by the ERD, as follows:

Arbitrator (approximately 47 days at \$750/day)	\$35,000
Court Reporter	2,000
Transcripts	8,000
Expert Witness	<u>5,000</u>
	\$50,000

**Comments:** 1. As noted above, the Board of Supervisors previously approved a supplemental appropriation amount of \$232,985, of which, \$50,000 was earmarked for arbitration and arbitration-related services. Of the remaining \$182,985, \$9,632 was for salaries and fringe benefits to fund an Employee Relations Assistant and \$173,353 was for contract services with the law firm of Liebert, Cassidy and Frierson to perform the collective bargaining tasks required by Proposition D. Ms. Susan Andrus of the Mayor's Office reports that the \$9,632 for salaries and fringe benefits has been expended, and that \$133,071 of the \$173,353 for contract services with Liebert, Cassidy and Frierson has been expended through May 31, 1991 leaving a balance of \$40,282 available for the month of June. Ms. Andrus reports that Liebert, Cassidy and Frierson's average monthly billings are approximately \$32,000. However, the law firm expended approximately \$40,000 in May of 1991.

2. Mr. Cliff Gates of the ERD reports that an Arbitrator has been selected for the arbitration proceeding with the Police union. The Arbitrator was selected from a list provided by the State mediation and Conciliation Service of the State of California Department of Industrial Relations. The Arbitrators for the arbitration proceedings with the Fire and Airport Police unions have not as yet been selected. Mr. Gates advises that the three unions will be responsible for paying an equal share of the cost with the City for the Arbitrator services for their respective arbitration proceedings. As such, the \$35,000 earmarked for Arbitrator services would fund one-half the cost for these services for the Police, Fire and Airport police arbitration proceedings. In addition to the cost for the Arbitrator, the three unions would also be responsible for paying an equal share of the cost with the City for preparation of the transcripts of the proceedings and other costs related to the conduct of the proceedings as determined by the Arbitration Board.

3. Mr. Gates advises that the Department is unable to provide information, at this time, on the fiscal impact of the Salary and Fringe Benefits issues to be addressed in the arbitration proceedings.

**Recommendation:** Approve the release of reserve funds in the amount of \$50,000.

Item 9 - File 127-91-12

Note: This item was continued from the July 10, 1991 Finance Committee Meeting.

The proposed ordinance would amend Article 12C of Part III of the San Francisco Municipal Code, imposing a real property transfer tax by amending Section 1102 to increase the real property transfer tax rate from \$2.50 for each \$500 of consideration or value to \$3.75 for each \$500 of consideration or value for transactions in which the consideration exceeds \$400,000.

Part III, Article 12 C, Section 1102 of the City's Municipal Code currently states that for each deed for which any land or other property sold within the City and County of San Francisco is transferred or otherwise conveyed to any other person or persons, when the value of the interest or property conveyed exceeds \$100, a tax at the rate of \$2.50 for each \$500 or fraction thereof shall be imposed. This tax is referred to as the real property transfer tax. The proposed item would increase the City's real property transfer tax rate from \$2.50 per \$500 of value to \$3.75 per \$500 of value, a 50 percent increase.

Comments

1. As noted above, the proposed ordinance would increase the City's real property transfer tax rate from \$2.50 per \$500 of value to \$3.75 per \$500 of value, a 50 percent increase. It should be noted that in terms of the actual cost of this tax to the public, the real property transfer tax currently represents \$5 per \$1,000 of value, or one-half of one percent of the value of the property. The proposed ordinance would increase this cost from one-half of one percent to three-fourths of one percent, or \$7.50 per \$1,000 of value.

2. Under the existing provisions, a property selling for \$500,000 would result in a total of \$2,500 of transfer tax revenues to the City. Under the proposed ordinance, the same property selling for \$500,000 would result in a total of \$3,750 of transfer tax revenues to the City, or an increase of \$1,250. However, as noted above, there would be no increase in the existing transfer tax rate for those properties of \$400,000 or less.

3. Mr. Bruce Jamison of the Recorder's Office reports that the general practice in San Francisco is for the seller to pay the real property transfer tax. However, there is no legal requirement that the seller must pay the tax and the payment of the transfer tax can be negotiated between the seller and the buyer during the purchase of the property. According to Mr. Jamison, both the buyer and the seller are legally liable for payment of the property transfer tax.

4. A sample of properties, including residential and commercial properties, recorded in the City Recorder's Office between April and June, 1990 were reviewed by the Mayor's Office of Housing. Based on this review, a total of 34 percent of these properties' values were \$400,000 or less. Conversely, a total of 66 percent of these properties' values were over \$400,000, with 53 percent of these properties over \$750,000.

5. In the Mayor's proposed 1991-92 budget, the current real property transfer tax is estimated to generate \$18 million of revenue for the City. Under the proposed ordinance, given that the transfer tax rate is proposed to increase from \$2.50 to \$3.75 per \$500 of value, a 50 percent increase, it is reasonable to assume that the existing \$18 million of annual transfer tax revenues would similarly increase 50 percent, or \$9 million. However, the proposed ordinance's provision to exclude properties of \$400,000 or less from the proposed increase would reduce this additional revenue. Based on the Mayor's review that found that 34 percent of the properties recorded in 1990 were \$400,000 or less, if 34 percent of the additional revenue were excluded (\$3,060,000), the proposed ordinance would generate an estimated additional \$5,940,000 of annual revenue. Together with the existing budgeted revenue of \$18 million, the proposed ordinance would therefore generate a total of \$23,940,000 of transfer tax revenues in fiscal year 1991-92.

6. The Budget Analyst notes that the real property transfer tax revenues have decreased during the past year as the real estate industry has declined as a result of the recession. In 1989-90, the City received a total of approximately \$18.5 million of real property transfer taxes, in 1990-91, the City received a total of approximately \$13.7 million of real property transfer taxes and the City is presently budgeting a total of \$18 million of these revenues for 1991-92.

7. The proposed legislation does not include an effective date for the ordinance. Mr. Bruce Jamison of the Recorder's Office requests that, if the proposed ordinance is approved, consideration should be given to delaying the effective date of the legislation for 30 days to provide adequate notice to all real estate companies and title companies of the changes in the City's transfer tax rate. Providing such time will enable properties that have not entered escrow to include sufficient funds to pay the new taxes. If the effective date is postponed until September 1, 1991, based on the estimated revenues discussed above, the annualized additional amount of \$5,940,000 would be reduced by approximately \$990,000 to approximately \$4,950,000.

### Recommendation

Approval of a proposed ordinance to increase the City's real property transfer tax rate from \$2.50 to \$3.75 per \$500 of value, and to exempt properties of \$400,000 or less from the portion of this tax rate representing the proposed increase, is a policy matter for the Board of Supervisors.



Item 10 - File 97-91-16.2

The proposed ordinance would amend the Administrative Code by amending Section 10.170, which establishes the procedures used by the Board of Supervisors in considering and approving applications for grants by City officers, employees, boards or commissions, by requiring that all resolutions authorizing applications for grants be accompanied by a completed "Disability Access Checklist for Grant Applicants."

Description

The proposed ordinance would require all City Departments that submit a grant application to complete the "Disability Access Checklist for Grant Applicants" (see Attachment). The "Disability Access Checklist for Grant Applicants" would be submitted with the proposed resolution requesting authority to apply for the grant to the Board of Supervisors for review. The proposed ordinance states that any proposed resolutions submitted without a completed Checklist would not be considered by the Board of Supervisors. The attached Checklist was jointly developed by the City Attorney's Office, the author's office, the Mayor's Office and the Center for Independent Living.

The "Disability Access Checklist for Grant Applicants" consists of questions regarding the grant funded program's accessibility for disabled persons. According to the author of the proposed ordinance, a City Department would not be denied the authority to apply for a grant if the Checklist does not demonstrate accessibility for disabled persons. Rather, the Checklist would serve as a means to highlight whether or not City Departments and grant funded programs provide for accessibility for disabled persons.

Comments

1. According to Mr. Paul Imperiale of the Mayor's Office, the proposed ordinance would respond to a possible class action suit against the City by the disabled population. The disabled community in San Francisco claims that State and Federal monies are funding City programs that do not comply with State and Federal regulations that require the City Departments to provide for accessibility for disabled persons. According to Mr. Imperiale, the proposed ordinance would help the City avoid possible discrimination lawsuits that are based on lack of accessibility to City Departments and grant funded City programs.

2. Mr. Imperiale reports that the Department of Public Work's Bureau of Architecture is currently inspecting 150 City-owned and City-administered buildings that could be inaccessible to disabled persons.

Recommendation

Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Name of Program or Service

Address

Contact Person (Designated 504 Coordinator) Phone

Funding Agency

This grant is intended for activities at a:

☐ New Site☐ Existing Site☐ Rehabilitation of Existing Site

The grant will fund a:

☐ New Program or Service☐ Existing Program or ServiceArchitectural:

1. The program or service is wheelchair accessible:  
entrance Yes ☐ No ☐  
restrooms Yes ☐ No ☐  
areas where services are provided Yes ☐ No ☐
2. Signage for sight-impaired:  
in elevators Yes ☐ No ☐  
marking paths of travel Yes ☐ No ☐
3. Transportation is accessible if transportation is provided  
Yes ☐ No ☐

Programmatic:

4. Eligibility criteria for the service or program does not exclude people with disabilities Yes ☐ No ☐
5. Complete data maintained concerning number of disabled persons who participate in the program and the extent and type of their disabilities Yes ☐ No ☐
6. Program materials are offered, or can be made available, in alternative forms (e.g. Braille, large print, cassette)  
Yes ☐ No ☐
7. Regular outreach is made to the disabled community, which includes notice of non-discrimination on basis of disability  
Yes ☐ No ☐
8. Applicant is willing to make reasonable accommodations in program or service delivery (e.g. offering readers, notetakers, sign language interpreters, and smoke-free environments) Yes ☐ No ☐
9. Employment outreach includes the disabled community Yes ☐ No ☐
10. If program or service not fully accessible, referrals can be made to similar services that are accessible Yes ☐ No ☐

Other:

11. Disability awareness training has been provided to program or department staff  
City sponsored training Yes ☐ No ☐  
Other Yes ☐ No ☐



12. Grantee has communicated with the individual or agency responsible for enforcing compliance with disability rights legislation applicable to the federal, state, or local funding agency and has been informed what steps are necessary to ensure compliance with all applicable laws  
Yes ☐ No ☐
13. Grantee has performed all acts deemed necessary by funding agency to ensure compliance with disability rights legislation  
Yes ☐ No ☐

Verified by:

\_\_\_\_\_  
Department Head/Executive Director  
or Appointing Officer

NOTE: Please attach any other information or documentation that you consider relevant to this Checklist.

WARNING: Completion of this Checklist is not a substitute for consultation with the City Attorney and the funding agency concerning specific federal, state or local disability rights legislation, regulations, or requirements applicable to particular projects, programs or services.



Item 11 - File 124-91-4

**Note:** This item was continued by the Finance Committee at its meeting of July 10, 1991.

**Department:** Department of Parking and Traffic (DPT)

**Item:** Ordinance amending Traffic Code by amending Section 202.C thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority for issuing contractor parking permits and to increase from \$100 per year to \$150 per one-half year the fee for issuance of said permits; by amending Section 308.3 thereof, to transfer from the Tax Collector to the Director of Parking and Traffic the authority to issue educational institution parking permits and to increase from \$13 to \$20 the fee for issuance of said permits; by amending Section 314 thereof, to increase the annual fee for issuance and renewal of Residential Parking Permits from \$16 to \$20 and the six month fee from \$8 to \$10, to increase the fee for visitors permits from \$2 to \$5 per two week period and to increase the amount from specified permit fees that is deposited to the Road Fund.

**Description:** The following are the proposed parking permit fee increases:

Permit Type	Current Annual Fee	Proposed Annual Fee	Percent Increase
Contractor Parking Permit	\$100	\$300	200%
Educational Parking Permit	13	20	54
Residential Parking Permit	13-renewal 16-original	20 20	54 25
Visitor Parking Permit	2	5	150

In addition, the proposed ordinance would increase the amount from each permit deposited to the Road Fund by \$1 from \$3 to \$4 or a 33 percent increase. The proposed \$1 increase would add an additional \$68,000 to the Road Fund, from \$204,000 to \$272,000. According to Mr. Tim Johnson of the Department of Parking and Traffic, the proposed \$4 contribution to the Road Fund compensates DPT for time spent by the Traffic Engineering and Road Sign staff on parking permit related work.

Further, the proposed ordinance would amend the City's Traffic Code to extend the maximum period on the Visitor's Parking Permit from two-weeks to eight-weeks. The proposed \$5 fee for a Visitor's Parking Permit is for each consecutive two-week period.

**Comments:**

1. According to the Tax Collector, the City sold approximately 85,547 permits in FY 1990-91 as follows: 1,600 Contractor Parking Permits, 68,000 Residential Permits, 576 Educational Institutional Parking Permits and 15,371 Visitor Parking Permits. Based on the number of parking permits sold in FY 1990-91, the proposed parking permit fee increases would generate approximately \$828,145 additional revenues annually from \$1,002,991 to \$1,831,136. If the Board of Supervisors approves the proposed \$1 increase to the Road Fund, \$272,000 would be deposited to the Road Fund and \$1,656,375 would be deposited to the City's General Fund. These additional revenues are included in the Mayor's proposed budget for fiscal year 1991-92.

2. Ms. Kathryn Hile of the Department of Parking and Traffic reports that based on the Finance Committee's July 10, 1991 discussion, the Department is now considering a revision of the proposed parking permit fee increases, pending approval of the Parking and Traffic Commission. The proposed revisions to the proposed parking permit fee increases are as follows:

Permit Type	Current Annual Fee	Revised Proposed Annual Fee	Percent Increase
Contractor Parking Permit	\$100	\$255	155%
Educational Parking Permit	13	21	62
Residential Parking Permit	13 - renewal 16 - original	21 21	62 31
Visitor Parking Permit	2	5	150
Transfer/Duplicate	1	5	400

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

As reflected above, the proposed revised rate would increase the Contractor's Parking Permit rate to \$255 rather than \$300 per year. The Educational and Residential Parking Permits would be increased to \$21 per year rather than the previously proposed \$20 rate. The Parking and Traffic Department is not recommending a revision to the Visitor Parking Permit's original proposed increase to \$5 per two week period. A fee increase not previously proposed from \$1 to \$5 for persons who wish to transfer their residential parking permit from one area to another or who wish a duplicate permit is also being proposed.

The revised proposed parking permit fee increases would generate approximately \$831,561 of additional revenues annually from \$1,002,991 to \$1,834,552.

3. With regard to the Contractor Parking Permit, the proposed ordinance currently states that the contractors would pay one-half of the total amount of permit fees each consecutive six month period, on January 1 and July 1. However, under the present system, contractor permits are renewed on an annual basis between June 1 and May 31, such that contractors' permits have just recently been renewed at the current \$100 annual rate. Therefore, the Department requests that the proposed legislation be amended to reflect that the proposed new contractor permit fees take effect on a similar annual basis between June 1 and May 31. As a result, the Department would not collect the proposed new contractor fees until approximately May, 1992.

**Recommendation:** The proposed ordinance is a policy matter for the Board of Supervisors.





Item 12 - File 101-91-3

**Department:** Commission on Aging (COA)

**Item:** Ordinance appropriating \$392,943 for permanent salaries, related mandatory fringe benefits, contractual services, materials and supplies, data/word processing, equipment and services of other departments-reproduction, and rescinding \$174,166 from other contractual services, transferring eight positions from the Department of Public Health to the Commission on the Aging.

**Amount:** \$392,943

**Source of Funds:** Senior Information and Referral Services Reserve, COA 1991-92 Budgeted Funds and Directory Sales Revenues

**Program:** Senior Information and Referral Services

**Description:** Senior Information and Referral Services are currently being provided by the Department of Public Health (DPH), funded jointly by DPH and the Commission on Aging through an Interdepartmental Work Order and Memorandum of Understanding. The Senior Information and Referral Services Program provides a main entry point for seniors and their families seeking information and guidance through the public and private senior services and long term care in San Francisco. This program, under the Department of Public Health, has combined expertise in health services and social support services in order to accurately assess people's needs and appropriately refer them to available resources.

In FY 1990-91, the Commission on Aging provided \$195,955 and DPH provided \$189,671 for a total of \$385,626. For fiscal year 1991-92, DPH has eliminated the Senior Information and Referral Services staff positions and the associated \$189,671 from the budget, and has indicated that it will no longer provide the service under their Department. Initially faced with continuing the program with half as much money, the Commission on Aging proposed to contract out the service under Proposition J Certification (see item 13, File 25-91-23). However, the Commission preferred to continue the program in its current form as a City program if funding were available.

The Finance Committee has recommended to the full Board of Supervisors during its 1991-92 budget review that \$213,000 be placed on reserve for the purposes of restoring the Senior Information and Referral Services Program to its original

funding and staffing level within the Commission on Aging. The proposed ordinance would appropriate these funds.

**Budget:**

The proposed budget is for 11 months beginning August 1, 1991, as the program has been funded for the month of July, 1991, under the Interim Budget. The proposed budget would continue the current staff, at the current location, with the current operational expenses.

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
Sr Clerk Typist	0.5	\$12,723
Health Worker III	5.0	151,286
Health Worker IV	1.0	36,905
Health Program Coordinator III	<u>1.0</u>	52,800
Fringe Benefits		<u>63,428</u>
Subtotals		
12-month Total	7.5	317,142
11-month Total	6.9	\$290,715

Professional Services

Data Reporting	4,125
----------------	-------

Other Services

Fast Passes for staff use (2@ \$32)	704
Subscriptions	300
Postage	4,583
Reproduction, General	4,125
Reproduction, Senior Resource Guide (500 copies)	<u>8,500</u>
Subtotal	18,212

Operating Expenses

Copier	6,094
Rent (\$1,780 per month)	19,580
Telephone	8,800
Materials and Supplies	2,750
Training	<u>1,375</u>
Subtotal	38,599

Contractual Services

Senior. Resource Guide (design, paste-up, lay out)	2,500
24 Hour Coverage, senior emergency hot-line and conversation line	<u>31,372</u>
Subtotal	33,872

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Equipment</u>	
Computers (2 @ \$2,000)	\$ 4,000
Laser printer	2,000
Software	800
Fax Machine	<u>620</u>
Subtotal	\$7,420
Total Program Cost	\$392,943
Less:	
Total Amount in COA 1991-92 Budget	(174,166)
Revenue from Directory Sales	<u>(6,000)</u>
Additional Amount Required from City Revenue (1991-92 Reserve Recommended by Finance Committee)	\$212,777

**Comments:**

1. Although the full Board of Supervisors has not approved the proposed Senior Information and Referral Services Reserve of \$213,000, the proposed supplemental appropriation is currently before the Finance Committee to appropriate these funds. Mr. John Madden of the Controller's Office reports that if the supplemental appropriation is not processed and approved, the staff at the Senior Information and Referral Office will be laid off after August 1, 1991. Mr. Madden reports that if the full Board does not approve the proposed reserve, the funds can be found in the General Fund Reserve.

2. The original proposed budget included two Fast Passes at \$32 per month for 11 months, for a total cost of \$704. However, the cost of Fast Passes for FY 1991-92 has since been recommended by the Public Utilities Commission and the Finance Committee at the \$30 per month level. Therefore, the total cost for two Fast Passes for 11 months would be \$660, reducing the proposed project budget by \$44. Thus, the proposed legislation should be amended to appropriate \$392,899, not \$392,943, to reflect reduced Fast Pass costs. It should be noted that the Board of Supervisors is currently considering the proposed \$2 monthly Fast Pass increase. If the Board of Supervisors does not approve the pending \$2 Fast Pass increase, this supplemental appropriation can be reduced by an additional \$44, for a total reduction of \$88.

3. Ms. Teri Dowling of the DPH reports that the Department has not received the Electronic Information Processing Steering Committee's (EIPSC) approval for the proposed

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\$6,800 purchase of two computers, a laser printer, and software. Therefore, the proposed legislation should be amended to reserve \$6,800 pending EIPSC approval.

4. According to Ms. Dowling, the proposed contract for the Senior Resource Guide design, paste-up, and lay out, at \$2,500, would be sole sourced to the Bay Area Information and Referral System (BAIRS). Ms. Dowling advises that BAIRS' computerized listing of Bay Area social services agencies is the most complete listing available. BAIRS would produce the Guide using desktop publishing from its computer database of senior services.

The \$31,372 contract for the 24-hour senior emergency hot-line and conversation line would be sole sourced to Suicide Prevention, a local nonprofit, Ms. Dowling reports. According to Ms. Dowling, Suicide Prevention has been contracting with the City to perform this service for over ten years.

**Recommendations:** Amend the proposed ordinance to reserve \$6,800 pending EIPSC approval.

Amend the proposed supplemental appropriation to reduce the \$392,943 by \$44 to \$392,899 to reflect reduced Fast Pass costs, as recommended by the PUC and the Finance Committee. If the Finance Committee is opposed to the pending \$2 increase in the monthly MUNI Fast Pass, reduce the proposed supplemental appropriation by an additional \$44 for a total reduction of \$88, from \$392,943 to \$392,855.

Based on prior policy decision of the Finance Committee to establish a reserve for this program, approve the proposed ordinance as amended.

Item 13 - File 25-91-23

**Note:** This item was continued at the June 26, 1991 Finance Committee meeting.

**Department:** Commission on Aging

**Item:** Resolution concurring with the Controller's certification required by Charter Section 8.3200-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Senior Information and Referral Services Program

**Description:** Senior Information and Referral Services are currently being provided by the Department of Public Health (DPH), funded jointly by DPH and the Commission on Aging through an Interdepartmental Work Order and Memorandum of Understanding. The Senior Information and Referral Services Program provides a main entry point for seniors and their families seeking information and guidance through the public and private senior services and long term care in San Francisco. This program, under the Department of Public Health, has combined expertise in health services and social support services in order to accurately assess people's needs and appropriately refer them to available resources. In FY 1990-91, the Commission on Aging provided \$195,955 and DPH provided \$189,671 for a total of \$385,626. For fiscal year 1991-92, DPH has eliminated the Senior Information and Referral Services staff positions and the associated \$189,671 from the budget, and has indicated that it will no longer provide the service under their Department. As a result, the Commission on Aging voted at its May, 1991 meeting to explore contracting out the service.

The Controller has determined that contracting for the Senior Information and Referral Services in fiscal year 1991-92 would result in estimated savings as follows:



	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries	\$107,381	\$127,581
Fringe Benefits	31,703	36,198
Operating Expenses	43,000	43,000
24 Hour Coverage	<u>34,000</u>	<u>34,000</u>
Total	\$216,084	\$240,779
<u>Contractual Service Cost</u>	<u>189,041</u>	<u>189,041</u>
<u>Estimated Savings</u>	\$27,043	\$51,738

**Comments:**

1. DPH currently employs 7.5 FTE employees. Beginning in August, 1991, these positions will be eliminated. The DPH will try to relocate these employees to other existing vacant positions within the Department.

2. Ms. Leslie Miko of the Commission on Aging reports that the Commission on Aging has not selected a specific nonprofit organization to perform the Senior Information and Referral Service. Ms. Miko reports that the Commission on Aging surveyed nonprofit senior information and referral services in counties across the State to develop the average cost to provide senior information and referral services through a nonprofit organization. The \$189,041 reflects this average cost.

3. Due to the decrease in the level of funding, the level of service to be provided by the Senior Information and Referral Service program under the proposed Proposition J certification contract will also decrease.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

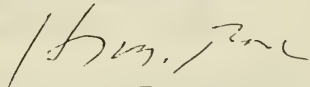
5. The Finance Committee has recommended to the full Board of Supervisors during its 1991-92 budget review that \$213,000 be placed on reserve for the purposes of restoring the Senior Information and Referral Services Program to its original funding and staffing level within the Commission on Aging. Although the full Board of Supervisors has not approved the proposed reserve, a supplemental appropriation for \$392,943 (Item 12, File 101-91-3) is currently before the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Committee to appropriate these funds. Mr. John Madden of the Controller's Office reports that if the supplemental appropriation is not processed and approved, the staff at the Senior Information and Referral Services Office will be laid off after August 1, 1991. Mr. Madden reports that if the full Board does not approve the proposed reserve, the funds can be found in the General Fund Reserve. Should the Senior Information and Referral Services Program be restored to its original funding and staffing level, the proposed resolution should be tabled.

- Recommendations:**
1. If the Board of Supervisors restores the Senior Information and Referral Services program to its original funding and staffing levels through approval of File 101-91-3, the proposed resolution should be tabled.
  2. If the Board does not restore the Senior Information and Referral Services Program to its original funding and staffing levels, then approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment COMMISSION ON AGINGContract Services SENIOR INFORMATION AND REFERRALFor the term starting approximately Aug. 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

DEPARTMENT OF PUBLIC HEALTH

- 2) Number of City employees laid off as a result of contracting out?

7.5 FTE

- 3) Explain disposition of employees if they were not laid off.

Information + Referral positions will be eliminated in DPH budget. Employees will "bump" in accordance with Civil Service procedures.

- 4) What percent of a City employee's time is spent on services to be contracted out?

100%.

- 5) How long have the services been contracted out?

THIS would be 1ST TIME.

- 6) When was the first fiscal year for a Proposition J certification?

will be 1991-1992.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract will likely be with a non-profit organization - exempt from MBE/WBE. In continuing department's practice preference will be given to services which target to low income and minority elderly.Leslie Mike  
Department Representative864-6051  
Telephone

**CALENDAR**  
**SPECIAL MEETING OF**  
**FINANCE COMMITTEE**  
**BOARD OF SUPERVISORS**  
**CITY AND COUNTY OF SAN FRANCISCO**

**DOCUMENTS DEPT.**

**WEDNESDAY, JULY 17, 1991 - 2:00 P.M. ROOM 228, CITY HALL**

**JUL 16 1991**

**MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN**

**SAN FRANCISCO  
PUBLIC LIBRARY**

**CLERK: JONI BLANCHARD**

**NOTE:** Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 7-91-7. Hearing to consider Municipal Railway's purchase of an automatic train control system. (Supervisor Shelley)

**ACTION:**



CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 15, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendation*

SUBJECT: July 17, 1991 Special Finance Committee Meeting

DOCUMENTS DEPT.

JUL 18 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1 - File 7-91-7

1. This item is a hearing to consider Municipal Railway's purchase of an Advanced Train Control System.

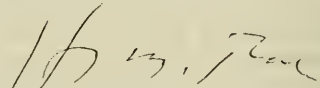
2. On January 3, 1991, the San Francisco Municipal Railway (MUNI) issued an Invitation for Bids for the procurement and installation of an Advanced Train Control System (ATCS) to upgrade MUNI's existing light rail vehicle conventional signaling system (manual system) to a fully automatic operation. Such a system would control train movement, enforce train safety and direct train operation automatically. In response to the Invitation for Bids, the MUNI received three bid proposals, on July 8, 1991, from AEG Westinghouse, Alcatel Canada and Union Switch and Signal, Inc. Mr. Tom Sullivan of the MUNI reports that, as of the writing of this report, the Department is in the process of reviewing these three proposals to determine if these companies meet the minimum pre-qualification criteria. Mr. Sullivan advises that if one or more of these companies meets the pre-qualification criteria, a contract would be awarded in 30-60 days.

3. Union Switch and Signal Inc., a provider of train control systems, has submitted a letter of protest to the MUNI in accordance with the Public Utilities Commission's Project Operations Procedure for Resolution of Protest During Bidding and Award. Union Switch and Signal Inc., submitted its letter of protest on the basis that its efforts to submit a qualified bid to MUNI, for its automatic train control system, have been hampered based on the exclusionary nature of MUNI's bid specifications, which limit the competitiveness of the bid (see Attachment I). MUNI has submitted a formal response to Union Switch and Signal Inc., which includes a rebuttal to the charges by Union Switch and Signal Inc., that the bid specifications are exclusionary and recommends that the Public Utilities Commission deny the company's bid protest (see Attachment II).

4. MUNI's estimated cost of the ATCS is approximately \$25.28 million. The \$25.28 million includes \$13.5 million in Federal funds from the Urban Mass Transit Administration, \$5.19 million in State Transit Funds and \$6.59 million in City funds (Transit Impact Development Fees). Mr. Robert Mitroff of the MUNI reports that of the \$6.59 million for the City's share, \$3.65 million was previously appropriated in the MUNI budget in 1989 and 1991, and the remaining \$2.94 million is included in MUNI's 1991-92 budget. As of the writing of this report, a detailed budget for the expenditure of the \$25.28 million was not available.

5. Mr. Sullivan reports that MUNI currently has 21 Electronic Technicians that expend approximately 60 to 80 percent of their time on the maintenance of the existing manual system at a total cost of approximately \$743,400 to \$991,200 annually. Mr. Sullivan advises that the level of maintenance costs under ATCS has not, as yet, been determined by the Department. According to Mr. Sullivan, the cost to maintain the ATCS would be contingent upon the particular system installed by the selected contractor. The Budget Analyst recommends that when the ATCS contract comes before the Board of Supervisors for approval, MUNI should provide the Finance Committee with a report on the number of maintenance positions and other costs that could be reduced as a result of the selected ATCS or specific reasons as to why no such reductions can be made.

6. MUNI reports that under the existing manual system, the MUNI Metro Subway operates at 32.9 percent capacity or 23 light rail vehicles per hour (trains have one or more cars depending on the time of day). MUNI advises that the ATCS is projected to increase MUNI's light rail vehicles capacity from 23 light rail vehicles per hour to approximately 40 light rail vehicles per hour or a total increase in the subway system capacity from 32.9 percent to 57.2 percent.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey



May 21, 1991

Mr. T. J. Sullivan  
Project Manager  
San Francisco Municipal Railway  
949 Presidio Avenue  
San Francisco, Ca 94115

RE: Contract MR-1034  
Advanced Train Control System

Dear Mr. Sullivan:

As you know, Union Switch & Signal is one of the oldest and most respected train signaling companies in the United States. We provide a wide variety of control systems to municipalities and private organizations throughout the country; our expertise is unquestionable. As such, we have been proposing to submit a bid to MUNI for its automatic train control system.

The fact is, however, your bid specifications are at their essence technology-oriented rather than performance-oriented. As such, they eliminate all major domestically-based signal suppliers from responding, limiting the competitiveness of the bid and the number of creative solutions MUNI can have to choose from.

We have brought the exclusionary nature of the specifications to MUNI's attention in several letters. Still, changes thus far proposed to the specifications do not address the salient issues, and make it nearly impossible for the experienced, leading domestic companies to present their solutions to MUNI's need for increased efficiency and safety.

As a result, we are submitting this letter in accordance with the Public Utilities Commission Project Operations Procedure for Resolution of Protest During Bidding and Award. This letter constitutes formal notice of protest with respect to the process, which has resulted in the issuance of exclusionary, non-competitive specifications that are based on proprietary technology, and with respect to any award of contract on the basis of such specifications.

Clearly, the public interest can best be served when needed goods and services are obtained through vigorous open and free competition. This principle has been

ANSALDO

Union Switch &amp; Signal Inc.

5800 Corporate Drive Pittsburgh PA 15237

Tele (412) 366-2400 or 1 (800) 351-1520 Fax (412) 369-2399 Tlx 086-6448

GRUPPO IRI FINMECCANICA

Mr. T. J. Sullivan

- 2 -

May 21, 1991

long recognized and incorporated into various public procurement laws and regulations at the local, state and federal levels. For example, UMTA's External Operating Manual contains the following admonition: "All procurement transactions...shall be conducted in a manner so as to provide maximum open and free competition." It further states that "requests for proposals shall be based upon a clear and accurate description of the technical requirements" and that "such description shall not contain features which unduly restrict competition."

Contract MR-1034 would violate this fundamental principle by failing to promote "maximum open and free competition" and by requiring system features which, because they are based on proprietary technology, would "unduly restrict competition," as follows:

1. The Specification sets forth 19 pre-qualification requirements. In order to meet four of these requirements it is necessary to have had a particular technical feature in revenue service for a minimum of two years. Because the technological feature so specified is clearly state-of-the-art, we know of only one or possibly two transit systems worldwide where such features have been in operation for two years or more. Accordingly, although there are many possible suppliers with the capability of furnishing the desired system performance, US&S believes that there are at most two companies in the world that can comply with all of these pre-qualification requirements today.
2. Pre-qualification requirement number 1 is specifically designed to exclude US&S. On January 26, 1990, US&S disclosed to MUNI and its consultant, Booz Allen & Hamilton, an advanced train control system that would provide most of the features described in the specifications and which would do so by combining highly reliable, service proven equipment (well in excess of 2 years) in a unique and creative manner (and at considerably less expense). Clearly, the language used in pre-qualification requirement number 1 is intended to prevent the use of this economical approach (or a version of it).
3. The specification sets forth certain mandatory requirements which must be met if a bidder is to be considered responsive. Several of these requirements are inconsistent with the primary objectives of the ATCS

Mr. T. J. Sullivan  
- 3 -  
May 21, 1991

project (as stated in Section 1.4 of the Technical Specifications) and appear to be intended solely as a means of excluding a large portion of the train control industry from participating in this procurement. For example, one of the mandatory requirements is automatic coupling/uncoupling. Although this feature can be furnished by most train control system suppliers, most recommend against implementing the feature for safety reasons.

The attached documents outline the basic problems that are believed by US&S to render the Specifications for this Contract seriously defective, as well as the recommended specification adjustments that would permit open and free competition. US&S would like to have the opportunity to present more detailed information for your consideration and, to this end, would encourage the holding of a public hearing so that all interested parties may have an opportunity to participate. We firmly believe that upon careful review it will become obvious that the subject specifications, although appearing to be objective and performance-oriented, will effectively restrict competition to an unacceptable degree for no valid reason whatsoever.

Very truly yours,



Jeffrey L. Gaudio  
Vice President Marketing Operations

JLG:mm

Attachments

cc: Ms. Sherri Chiesa, President, PUC  
Ms. Michelle Witt, Director of Finance, PUC  
Mr. Jim Gonzalez, Supervisor, City of San Francisco  
Mr. Doug Wright, Deputy Mayor, City of San Francisco

**EXCLUSIONARY SPECIFICATIONS**

The Contract Documents for the Procurement and Installation of Advanced Train Control System, provided by the San Francisco Municipal Railway and dated January 1991, have incorporated into them several directives that preclude an even-playing-field examination of competitive technologies or systems. The fundamental problem herein is that the manner in which these items are written incorporate a particular system and technology, and by doing so, obviate others. Here is a partial listing of examples:

<u>Page</u>	<u>Comments/Solutions</u>
II-12	Currently required: "The Bidder shall provide tested ATCS equipment, with the automatic turnback feature demonstrated in at least one existing installation ... for a period of at least two years of revenue service." This requirement excludes all but one vendor. <b>Solution: ATCS functions should consist of similar devices demonstrated in other installations.</b>
II-13	Currently required: "A video tape ... concurrently showing ... a revenue service train arriving at a terminus station, passengers disembarking, the train proceeding to a turnback area with no operating personnel involvement, the train reversing direction with no operating personnel involvement, the train returning to its departure platform with no operating personnel involvement, train accepting passengers, train departing in the reverse direction." This requirement excludes all but one vendor. <b>Solution: eliminate this requirement or make it an option.</b>
II-14	Currently required: "A video tape ... concurrently showing the following: 1. Front cab area ... of a revenue service train in regular operation, operating from terminus station to the opposite terminus, without operating personnel present." This requirement excludes all but one vendor. <b>Solution: eliminate this requirement or make it an option.</b>
II-14	Currently required: "The bidder shall provide tested ATCS equipment, with automatic train operation without driver involvement demonstrated in at least one existing installation ... for a period of at least two years of revenue service." This requirement excludes all but one vendor. <b>Solution: to rephrase as follows:</b> "The bidder shall provide tested ATCS-type equipment, with automatic train operation <u>with or without</u> driver involvement demonstrated in at least one existing installation [without two-year revenue-service requirement]."

<u>Page</u>	<u>Comments/Solutions</u>
VI-7	Wayside ATCS equipment. The specification requires vendors to provide all data communications equipment for digital communications and control between vehicles and central control. With the moving block technology, this must be done. With fixed block technology, this is neither necessary nor desired. <b>Solution: allow alternative digital communications from central to wayside then to vehicle.</b>
VI-20	The term "train separation algorithm" implies that safe physical train separation is a software function and the only place that is the case is with moving block technology. This term appears many places in the specifications. With fixed block technology, safe physical train separation is carried out by track circuits rather than calculated distances at a central location. <b>Solution: specify that this algorithm is necessary only if moving block technology is offered.</b>
VI-21	Automatic coupling/uncoupling in revenue service. This is a moving block technology concept. There is a safety issue related to this that can be overcome by continuing the practice of driver involvement in coupling and uncoupling. <b>Solution: make automatic coupling/uncoupling optional.</b>
VI-44	Failure detection: "Any train operating in the automatic mode or the cab signal mode in a location undetermined by the ATCS must be detectable." This must exist in the moving block technology concept; it is not necessary with fixed block technology. <b>Solution: specify that this failure detection clause is necessary only if moving block technology is offered.</b>
VI-47	Central Control display - any emergency brake application. Again, this is required by the moving block technology concept but not with fixed block technology. <b>Solution: specify that this central control display is necessary if moving block technology is offered.</b>
VI-48	Central command alarm and display of "improper opposite direction movement for a train in automatic mode" and "door open condition while the train is moving." A concurrent alarm and reliance on central office to control the situations is required only for the moving block technology concept. With fixed block technology, the minute these situation occur, the system automatically will stop the train. <b>Solution: specify that this alarm is necessary only if moving block technology is offered.</b>



<u>Page</u>	<u>Comments/Solutions</u>
VI-54	Central can command operation of all trains into either automatic or cab signal mode at any time. This is a moving block technology concept. <b>Solution: whether this is accomplished by signal or voice should be optional.</b>
VI-64	Processor-based equipment for central, station and way-side ATP functions shall be configured in triple redundant configuration or dual-dual redundant for fault tolerance. This expensive requirement is necessary with a moving block technology concept. It is not required with fixed block technology. <b>Solution: triple-redundant technology should be optional.</b>





FLEET ENGINEERING • SAN FRANCISCO MUNICIPAL RAILWAY

1145 MARKET STREET, 4TH FLOOR, SUITE 402, SAN FRANCISCO, CA 94103  
(415) 554-3456 (INTERIM FAX 554-1837)

June 27, 1991

Jeffrey L. Gaudio  
Vice President Marketing Operations  
Union Switch & Signal Inc.  
5800 Corporate Drive  
Pittsburgh, PA 15237

Re: Bid Protest -- Municipal Railway Contract MR-1034

Dear Mr. Gaudio:

In accordance with Section 4.4 of the Public Utilities Commission Project Operations Procedure "Resolution of Protest During Bidding and Award Process" (Rev. 12/7/90) ("Protest Procedure") [see pp. D19-D19D of Volume 1 of the Contract Documents for the Procurement and Installation of Advanced Train Control System ("ATCS Specifications")], we are recommending that the Public Utilities Commission deny your bid protest, as set forth in your letter of May 21, 1991.

#### PREQUALIFICATION REQUIREMENTS

You have alleged that the ATCS Specifications exclude domestic suppliers from bidding and tend to favor one ATCS manufacturer (Sel Canada) that has developed a transmission-based or "moving block" system. Muni has reasonable latitude in determining the type of signalling system that is best suited for the City's needs. Further, we may restrict the kind and quality of the system without infringing upon freedom of competition. We are not required to prepare specifications so that every manufacturer can bid competitively, nor may we shirk our obligation to provide a reasonable means to determine, in advance, which companies are qualified to bid on this job.

After many years of investigation and study, during which all prospective bidders were invited to propose methods to address Muni's particular system problems, Muni has determined that its performance, reliability and safety needs compel a fully automated system. The ATCS specifications impose 19 mandatory minimum pre-qualification requirements. First and foremost, the bidder must have built an integrated ATCS, which has performed in revenue service for at least two years. The two-year performance requirement is also imposed on other mandatory minimum features, such as automatic train operation, automatic turnback, and 18,000 passengers per hour per direction capacity. In order that we may have demonstrative evidence that the bidder has built a truly automated system, we have required the bidder to supply a videotape showing the train in operation.

Jeffrey L. Gaudio

2

June 27, 1991

Unlike other bid packages which have been recently advertised, we have purposely designed the ATCS Specifications to encourage international competition. Nowhere do the ATCS specifications stipulate that a particular type of system (e.g., transmission-based, fixed block) must be provided. <sup>1/</sup> On the contrary, the specifications allow for alternative systems (see, e.g., § 2.2.1, p. VI-28, providing requirements if track circuits are used for train detection, §§ 2.2.2, 2.2.3, pp. VI-29-30, specifying requirements in conformity with AAR guidelines).

You take issue with Muni's two-year proven service requirement. You imply that such a requirement serves the sole purpose of excluding all but two suppliers of signalling systems. On the contrary, Muni would do a disservice to the public if it failed to impose a requirement that any system offered be service-proven. Such requirements are standard in the industry, and are a reasonable means for determining the qualification of a bidder. It would be senseless for Muni to permit a subway system currently serving 140,000 passengers a day to be exploited for purposes of research and development.

You mention a system you have developed to meet Muni's high performance needs (first disclosed informally to Muni in January 1990) that combines, in a new way, components made by US&S and two other firms. You claim that this system could be provided to Muni at less expense than other systems. To our knowledge, such a system has never been installed or tested in revenue service.

Muni, like many other transit properties, has had considerable experience with fundamental failures of new and unproven equipment. Muni has learned that it is not sufficient merely to use proven components; the systems must be proven as well. The London Docklands experience is illustrative. In 1984, British transit officials selected a new rail system for their proposed London Docklands development, which was installed by mid-1987. Because of the cost, they chose an unproven system derived from components from other systems. Because of numerous failures and unforeseen expansion needs, to which the new system was unable to be adapted, the system is being torn out and replaced with a proven system.

Such experiences have convinced Muni that any increased capital costs resulting from implementation of a system in conformity with the ATCS specifications will be more than offset by future cost savings in performance, reliability and maintenance.

---

<sup>1/</sup> The Los Angeles Green Line specifications, on the other hand, have restricted the competition to "fixed block" systems.

Jeffrey L. Gaudio

3

June 27, 1991

### TECHNICAL SPECIFICATIONS

We now address the technical points raised on pages 2 and 3 of the attachment to your letter entitled "Exclusionary Specifications." Insofar as these comments refer to the requirements in the Technical Specifications other than the mandatory requirements of Section 1.5, you, like any prospective bidder, had an opportunity through March 29, 1991 to request changes to these requirements through the "Approved Equivalents Process" described on page II-7 of the Invitation for Bids. You submitted only one such request, in your letter of March 28, 1991, with respect to the automatic coupling and uncoupling specifications in Section 2.1.15 of the Technical Specifications.<sup>2/</sup> In that letter, you stated that if your request were met, you would be "prepared to submit . . . a bid package that will meet all of [Muni's] baseline requirements for safety, reliability and cost-effectiveness." You offered us four alternative ways to modify the specification, listed in order of priority. In Addendum No. 5, issued April 29, 1991, we granted your fourth alternative of using coupling/uncoupling zones to automatically couple and uncouple cars with no driver involvement.

Therefore, although we may have considered some of your other issues had they been submitted to us in a timely fashion and in accordance with the approved equivalents process, we may not grant you relief on any of those issues at this time.

1. Wayside ATCS equipment. (Section 1.6.1, p. VI-7.) You contend that the requirement of this Section that suppliers provide all data communications equipment for digital communications and control between vehicles and the central control facility is not necessary in fixed block technology. While this feature may be an integral part of a transmission-based system, we consider this to be highly desirable in any type of system to enhance safety and to provide additional operating flexibility. We do not want to continue to rely on voice radio communication to be able to control trains; if there is a blockage in the system, for example, the ability for central control to remedy the problem immediately through computer control is essential. Further, in the event of an emergency, we need the immediate ability to reverse trains, if necessary, a feature that is not presently available in our existing system.

---

<sup>2/</sup> We understand that the Los Angeles Green Line specifications, which you indicated you were bidding on, also contained a requirement for automatic coupling and uncoupling.

2. Anti-Bunching (Section 2.1.13, p. VI-20). This specification requires bidders to design their systems to keep trains at safe distances apart. The specification provides in part that a "train moving toward the obstacle and in a location where a platform berth is unavailable shall be stopped at a distance permitted by the train separation algorithm, as defined in the Train Separation section [Section 2.2.2]]. You object to the term "train separation algorithm," because you contend that it is only used in reference to transmission-based technology. However, Section 2.2.2. specifically refers to the AAR Signal Manual of Standards and Practices, which is a fixed block technology guidebook. Furthermore, permitting train separation to be determined in "real time" does not preclude this function to be performed using more conventional methods.

3. Automatic Coupling/Uncoupling (Section 2.1.15., p. VI-21). You object to this requirement, contending that safety requires the continued practice of driver involvement in coupling and uncoupling. We have discussed this issue above with respect to your request for an approved equivalent, which we granted in Addendum No. 5 to the ATCS Specifications. We disagree with your suggestion that automatic coupling and uncoupling is unsafe, particularly in the subway. As far as safety is concerned, we feel that manual coupling and uncoupling, with its concomitant potential for human error, has an inherent risk for damage to equipment and injury to passengers.

4. Failure Detection (Section 2.3.2, p. VI-43-44). This specification requires in part that if there is any failure in the system, any train operating in an automatic mode or cab signal mode in a location undetermined by the ATCS must be detectable. You claim that this requirement is not necessary in fixed block technology. We disagree. Muni, like other transit properties with fixed block technology, has had instances where trains have failed to be detected ("loss of shunt") which could result in train collisions. To protect against this problem, BART was ordered by the State Public Utilities Commission to install a sequential occupancy release of track circuits. We have imposed a similar requirement for track circuit technology in Section 2.2.1, pp. VI-28-29. Compliance with these requirements, which you have not objected to, should satisfy the subject requirement in Section 2.3.2.

5. Alarm Display (Section 2.3.4.3, p. VI-47-48). This specification requires, among other things, that the central control operator be notified automatically if an emergency brake is applied on any train in the subway. You claim that this feature should have been optional. Muni considers such a feature to be highly desirable, so that Muni may be able to document emergency situations and injuries caused by emergency brake applications.



Jeffrey L. Gaudio

5

June 27, 1991

This section also requires that an alarm be generated at central control when a train is moving in an improper direction or when a door opens while the train is moving. You claim that in a fixed block system, the train would stop automatically when these conditions occurred. We disagree that an improper movement of a train, such as caused by a failure in a train subsystem not part of the ATCS, would always cause the train to stop. Further, there could be a door control subsystem failure that would not cause the train to stop. It is important in any event for central control to know of these situations so that they can be documented and back-up modes can be applied, if necessary.

6. Manual Modes (Section 2.4, p. VI-53-54). This requirement permits the central control operator to command operation of all trains into either the automatic or cab signal mode at any given time. You contend that such a requirement should be optional in a fixed block system. Muni considers this feature highly desirable to ensure maximum flexibility of the system. For example, in a situation where a train operator was unaware of a need in a particular area of the subway for reduced speed (e.g., wayside maintenance), central control would be able to revert to cab signal mode to allow the operator to make judgments about safe operation through the area.

7. Fault Tolerant Design (Section 3.3.3, pp. VI-63-64). This specification requires, among other things, that processor based equipment for central, station and wayside automatic train protection functions be configured in "triple redundant" configuration or "dual-dual redundant" configuration for fault tolerance. This refers to a situation where either three computers work independently, or two sets of two computers work in a primary and back-up mode to achieve safety and high availability of the system. You again contend that such a requirement should be optional in fixed block systems. However, these fail-safe architectures are standard in other control system industries (e.g., aerospace, communications) where it is important that the system continue to operate without interruption and in a safe manner. It is our understanding that your parent company, Ansaldo Trasporti, uses such technology in its fixed block train control systems.

In conclusion, we are satisfied that the ATCS specifications do not unduly restrict any bidder or technology. Furthermore, representatives from UMTA and the Metropolitan Transit Commission have reviewed the ATCS Specifications and have assured us that they are in conformance with federal procurement guidelines.

Anticipating that you may disagree with my recommendation to deny your protest, I am submitting this letter to the General Manager of Muni, Johnny Stein, who will make the final

Jeffrey L. Gaudio

6

June 27, 1991

recommendation concerning your protest to the Public Utilities Commission.

Sincerely,



Thomas J. Sullivan  
MR-1034 Project Manager

cc: Thomas J. Elzey  
Johnny Stein  
Robert Highfill  
Gary Seib



SF  
S90.25  
#1  
7/24/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JULY 24, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

DOCUMENTS DEPT.

JUL 22 1991

SAN FRANCISCO  
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 47-91-5.1. [Award of Lease] Resolution accepting bid of Five Star Parking in response to call for bids for lease of Golden Gateway Parking Garage and awarding said lease to said bidder as the highest and best responsible bidder; companion measure to File 47-91-5. (Real Estate Department)
  - b. File 146-91-32.1. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to accept and expend a grant of \$495,743 which includes indirect costs in the amount of \$24,501 based on 10% of personnel costs, excluding salaries and wages under the Federal Comprehensive Perinatal Services (Enhanced Activities Services) from the State Department of Health Services, Maternal Child Health Branch for perinatal and related services, and to authorize the expenditure of grant funds to establish and finance civil services positions for the provision of these services; companion measure to File 146-91-32. (Department of Public Health)

(Consideration continued from 7/17/91)

- c. File 146-91-52.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to accept and expend a grant of \$1,334,558, which includes indirect costs in the amount of \$93,754, based on 20% of personnel costs, from the State Department of Health Services, for WIC services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- d. File 146-91-58. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for a grant of \$800,000 which includes indirect costs in the amount of \$32,664, based on 20% of the personnel costs, from Centers for Disease Control for Family Planning and HIV Services for Women, and to authorize expenditure of grant funds to establish and finance civil service positions for the provision of these services. (Department of Public Health)
- e. File 146-91-59. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for a grant of \$500,000 which includes indirect costs in the amount of \$17,846, based on 20% of the personnel costs, from Centers for Disease Control for Family Planning and HIV Services for Women, and to authorize expenditure of grant funds to establish and finance civil service positions for the provision of these services. (Department of Public Health)
- f. File 153-91-5. [Grant – State Funds] Resolution authorizing the Department of Social Services to accept, expend and administer \$532,644 of State funds, which include indirect costs in the amount of \$26,631 based on the maximum allowed of 5% of the total award, allocated through AB 1733 by the State of California for Fiscal Years 1991-92 and 1992-93, and 1993-94 and authorizing the Department of Social Services to execute an agreement with the State Department of Social Services for the purpose of funding child abuse and neglect prevention and intervention services. (Department of Social Services)
- g. File 156-91-3. [Federal Funds] Resolution authorizing the Private Industry Council of San Francisco, Inc., to apply for, accept and expend \$35,917 of Federal funds for refugee services. (Private Industry Council)

- h. File 172-91-6. [Social Services Contract] Resolution authorizing the Agreement (CD-8514) in the amount of \$121,610 between the City and County of San Francisco and the State of California Department of Education for participation by the City and County in the State's Child Care Development Program for Fiscal Year 1991-92. (Department of Social Services)

REGULAR CALENDAR

- 2. File 101-91-4. [Government Funding] Ordinance appropriating \$1,656,000, Board of Education, for program project budgets (after school sports and music programs) for Fiscal Year 1991-92. (Supervisors Hallinan and Gonzalez)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

SF Public Library (2)  
Document Section

D 0313

25  
91  
**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 22, 1991

FROM: Budget Analyst - *Recommendations*

TO: Finance Committee

SUBJECT: July 24, 1991 Finance Committee Meeting.

DOCUMENTS DEPT.

JUL 29 1991

SAN FRANCISCO  
PUBLIC LIBRARYItem 1a - File 47-91-5.1Departments: Real Estate Department  
Department of Parking and Traffic

Item: Resolution accepting bid of Five Star Parking in response to a call for bids for lease of Golden Gateway Parking Garage and awarding said lease to Five Star Parking as the highest and best responsible bidder.

Description: The Board of Supervisors previously approved legislation (File 47-91-5) which authorized the Director of Property to call for bids for a five-year lease of the Golden Gateway Parking Garage, located at 250 Clay Street. Accordingly, the Director of Property issued an Invitation for Bids to be received and opened by the Real Estate Department on June 25, 1991. In response to the Invitation for Bids, the Department received bid proposals from four companies. The Real Estate Department reports that Five Star Parking was selected as the highest bidder based on the company's bid to pay the City 84.18 percent of gross revenues after parking taxes or a monthly minimum of \$125,000, for rental of the parking facility. The bids submitted by the other three qualified bidders were as follows:

<u>Company</u>	<u>Percent of Gross Revenues</u>
City Park	83.01
Metropolitan Parking Corp.	81.168
Allright Parking	76.625

**Comments:**

1. The current parking operator, Golden Gate Parking Company, pays the City 80.674 percent of gross revenues or a monthly minimum of \$75,000, whichever is higher. Annual revenues to the City from Golden Gate Parking Company totaled \$1,996,895 in 1990-91. It is estimated, based on current garage patronage, that Five Star Parking will pay the City approximately \$2,000,000 annually.

2. Under the proposed lease, in addition to operating the Golden Gateway Parking Garage, the lessee would operate a Park and Ride Program to provide shuttle transportation services between the Golden Gateway Parking Garage, Chinatown and North Beach (see attached for specific Park and Ride Shuttle route). The shuttle transportation would be operated without charge to passengers. The service would be provided by a minimum of two vehicles, each having a seating capacity of at least 19 passengers. The service would operate only on weekends between 10 a.m. and 10 p.m.

3. The lessee would be responsible for operating the Park and Ride Program as described above, at its sole expense. However, it is anticipated that a reduction in the Park and Ride Program would reduce the lessee's costs in the operation of the parking facility and that an increase in the Program would increase those costs. As such, under the proposed lease, the parties would agree to offset the effect of such reductions and increases in the lessee's costs by adjusting the lessee's rent payments. For the purpose of making such rent adjustments, the parties would agree that the hourly costs of providing garage services (garage attendant services and overhead costs) and shuttle services under the Park and Ride Program are as follows:

Garage services performed on

Saturday and Sunday                      \$46.00 per hour

Shuttle services

\$37.00 per hour per vehicle

4. In the event of a reduction in the Park and Ride Program, the lessee would pay the City, as additional rent, \$46.00 for each hour by which garage services are reduced, during the time specified above, and \$37.00 for each vehicle hour by which shuttle services are reduced. In the event of an increase in the Park and Ride Program, the lessee would be given a credit against the monthly rent otherwise due, calculated at the rate of \$46.00 per hour for garage services and \$37.00 for each vehicle hour.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



5. The City would reserve the sole right to increase or decrease any part of the services offered under the Park and Ride Program. The legislation previously approved by the Board of Supervisors (File 47-91-5) requires that should the Department of Parking and Traffic make any changes to the Park and Ride Program, that such changes must be submitted to the Board of Supervisors.

6. The Parking and Traffic Department previously reported that the Park and Ride Program is needed because, the closing of the Embarcadero Freeway and the resulting rerouting of traffic continues to have a negative impact on motorists driving and parking in the North Beach and Chinatown areas. In addition, the Department advised that the demolition and reconstruction of the Embarcadero Freeway will add to the negative impact, because portions of the Embarcadero Roadway would also be inaccessible to motorists, for an extended period of time. Finally, according to the Department, the Park and Ride Program represents a means of encouraging persons to visit the North Beach and Chinatown areas and to patronize the local business establishments.

7. The existing parking rates (parking tax included) to be charged by Five Star Parking per vehicle parked in the Golden Gateway Parking Garage, are as follows:

<u>Time</u>	<u>Rate</u>
1 hour	\$1.00
2 hours	2.00
3 hours	3.50
4 hours	6.50
5 hours	9.50
6 hours	12.50
7 hours	15.50
Monthly	250.00

The Board of Supervisors had previously requested that the Department of Parking and Traffic survey the parking rates of garages in the vicinity of the Golden Gateway Parking Garage in order to determine if the Golden Gateway Parking Garage rates were adequate. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the Department has conducted a survey and that the Parking Authority is preparing a proposal with respect to changes in the above noted rates. Mr. Hagerty adds that the proposal to change the parking rates would include any adjustment needed with respect to the proposed increase in the City's Parking Tax (see paragraph 8 below). Any changes to the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

parking rates will be subject to subsequent approval by the Board of Supervisors.

8. The Mayor's proposed budget for 1991-92 includes an increase of 5 percent in the City's Parking Tax, from 20 percent to 25 percent. Mr. Hagerty advises that the Department has not, as yet, determined what adjustments would be made (i.e., parking rates, lease agreements), should the Board of Supervisors approve the 25 percent parking tax rate.

**Recommendation:** Approve the proposed resolution.

JUL-18-'91 THU 08:34 ID:DEPT PARKING &amp; TRAFF FAX NO:415 554 9834

#034 P02 \_\_\_\_\_

City and County of San Francisco

DEPARTMENT OF PARKING AND TRAFFIC  
Parking AuthorityFRANCISCO AGNOS, Mayor  
JOHN CURLER, Executive Director

## PARK AND RIDE SHUTTLE ROUTE

BEGIN from the west Washington Street entrance of the Golden Gateway Garage (GGG) and proceed on Washington Street, then left on Battery Street to Sacramento, then right on Sacramento to the first stop at NW Sacramento and Grant;

CONTINUE on Sacramento to the second stop at NE Sacramento and Stockton;

CONTINUE west on Sacramento to Powell, then right on Powell to the third stop at SE Powell and Washington;

CONTINUE on Powell to fourth stop at SE Powell and Pacific;

CONTINUE on Powell to Broadway, then right on Broadway to fifth stop at SE Broadway and Stockton;

CONTINUE on Broadway to Columbus, then right on Columbus to sixth stop at SW Columbus and Broadway;

CONTINUE on Columbus to seventh and last stop at SW Columbus and Kearny;

CONTINUE on Columbus to Jackson, then left on Jackson to Drumm, then right on Drumm to Washington, then right on Washington to the terminal at west entrance of the GGG.



Item 1b - File 146-91-32.1

Note: This item was continued from the July 17, 1991 Finance Committee Meeting

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State grant which includes indirect costs in the amount of \$24,501 based on ten percent of personnel costs excluding salaries from the Comprehensive Perinatal Services (Enhanced Activities Services) and to authorize the expenditure of grant funds to establish and finance Civil Service positions.

**Grant Amount:** \$495,743

**Grant Period:** July 1, 1991 through June 30, 1992

**Source of Funds:** State Department of Health Services  
Maternal Child Health (MCH) Branch

**Project:** Comprehensive Perinatal Services Program

**Description:** The proposed State grant would provide funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and to enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed State grant would also provide funds for the development of a toll-free MCH referral service. This toll-free service is mandated under the Federal Ombudsman Budget Reformation Act (OBRA '89) which requires States to provide low-income individuals who lack phones free access to information on available health care services. This toll-free service would arrange appointments for individual perinatal services. It would also give referrals to services available under the Women, Infants and Children (WIC) Program, which provides nutrition, education and supplemental foods to pregnant women and children under the age of five who are receiving medical care. Finally, it would give referrals to

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

services available under the Child Health Disability Program (CHDP), which provides routine health screening to children up to age 13. The proposed grant funds would be used to develop an inventory of MCH providers, and to implement a telephone system so that individuals could be provided with a list of MCH providers in their area.

**No. of Persons  
Served:**

Approximately 1,500 Medi-Cal eligible women

**Required Match:**

\$51,229 (see Comment 5)

**Indirect Costs:**

\$23,843

**Project Budget:**

<u>Personnel</u>	<u>FTE</u>	
CPSP Coordinator, LCSW	.75	\$39,796
Sr. Med. Social Worker, LCSW	.75	36,096
Health Educator, MPH	.75	36,997
Data Clerk/Specialist	.50-.75	9,858
Clerk Typist/Admin. Asst.	.50-.75	16,495
Coordinator	1.00	37,193
Information Specialist	1.00	28,396
Clerk Typists	1.59	42,050
MCH Director (MD)	.15	13,808
Perinatal Director	.35	27,196
Nutrition Consultant	.35	18,306
Quality Assurance Coordinator	.06	<u>5,005</u>

Subtotal Personnel	7.75-8.25	\$311,196
Fringe Benefits @ 28 percent		87,135
Bilingual Pay for Coordinator and Information Specialists		<u>840</u>

TOTAL PERSONNEL \$399,171

<u>Travel</u>	3,200
<u>Training</u>	2,000
<u>Consultant Services</u>	21,975

General Expenses

Beeper Rental	\$2,217
Toll-Free Line (Voice Mail Installation, Service Fee, Hourly Use Rate)	5,108
Ads	2,500
Bus Campaign	7,500
Phone Set	75
Incidental rental of PA/Sound System	700
Promotional material design & printing	<u>3,493</u>

TOTAL GENERAL EXPENSES

21,593

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Operating Costs

Materials and Supplies (postage, reproduction journals, memberships)	\$6,961
Rent	7,250
Equipment (overhead projector, computer hardware and software)	<u>9,750</u>
TOTAL OPERATING COSTS	\$23,961

<u>Indirect Costs</u>	<u>23,843</u>
-----------------------	---------------

Project Total	\$495,743
---------------	-----------

**Comments:**

1. Ms. Ginger Smyly of the DPH reports that the \$21,975 Consultant Services includes \$14,000 for a registered nurse (350 hours at \$40 per hour) to monitor program quality, including chart review and assessment of care according to CPS requirements and DPH recommendations. The registered nurse would also provide consultant services in scheduling, patient flow, training, report preparation, and other related duties. \$2,550 would purchase a computer for the registered nurse. \$425 would be allotted to travel for the registered nurse. Consultant Services would also include \$5,000 for a Media Consultant to create a year-long community awareness campaign on Black Infant Health, including implementation of focus groups, creation of educational and promotional materials, and recommendations for the use of video and other media, and assistance in implementation of events.

2. \$2,550 in Consultant Services and \$9,000 of the \$9,750 Equipment costs would purchase \$11,550 in computer equipment and software. Ms. Smyly advises that the DPH has applied for, but not yet received, EIPSC approval for the purchase of computer equipment. Therefore, \$11,550 should be reserved pending EIPSC approval.

3. According to Ms. Smyly, \$99,500 of the proposed \$495,743 grant is the base amount guaranteed by the State for the Comprehensive Perinatal Service Program. \$33,875 of the proposed grant would be allocated to Black Infant Health (BIH). Ms. Smyly reports that the State Department of Health Services has already agreed to grant the DPH the base \$99,500 and the \$33,875 BIH funds, for a total of \$133,375.

4. Ms. Smyly advises that \$228,188 of the proposed \$495,743 grant would be Federal Title XIX matching funds. The Federal matching funds would be distributed through the State Department of Health Services. Ms. Smyly advises that pending review and, if necessary, minor corrections by the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

State Contract Manager, the DPH expects the State Department of Health to grant the \$228,188 matching funds.

5. The County would pay \$51,229 in matching funds for the proposed grant. The \$51,229 County match is not included in the total project budget.

According to Ms. Smyly, the \$51,229 pays for a portion of the MCH Director, the Perinatal Director, the Nutrition Consultant, the Quality Assurance Coordinator, and the Clerk Typists. Ms. Smyly reports that the \$51,229 is included in the DPH's 1991-92 budget from the General Fund and would be expended whether or not the City were awarded the proposed grant. Therefore, no additional City funds would be expended to provide the \$51,229 County match.

6. \$133,718 of the \$495,743 total grant, which includes 2.5 FTEs at \$101,948, \$7,899 in indirect costs, \$17,121 in general expenses and the toll-free line and \$6,750 in rent, would be allocated to the implementation of the toll-free telephone referral line described above. Ms. Smyly reports that this amount may not be granted to the DPH by the State. If the telephone referral line is not funded, this would reduce the total grant amount from \$495,743 to \$362,025.

7. The proposed resolution includes indirect costs in the amount of \$24,501, based on preliminary budget calculations. According to the final budget submitted by the DPH however, indirect costs for the proposed grant would be \$23,843, or \$658 less than the amount in the proposed resolution.

The proposed resolution states that indirect costs are based on ten percent of salaries, excluding salaries and wages under the Federal Comprehensive Perinatal Services (Enhanced Activities Services). However, the State Department of Health does not allow indirect costs on some portions of the proposed grant, including Enhanced Perinatal Services and some portions of the Black Infant Health Grant. According to the final budget submitted by the DPH, indirect costs were calculated based on ten percent of salaries and wages allowed by the State Department of Health. This includes \$129,378 salaries and wages from Title XIX Federal matching funds, \$13,493 from Comprehensive Protective Services funds, \$78,991 from the toll-free referral line funds, and \$16,567 from Black Infant Health funds, for a total of \$238,429. The State Department of Health Maternal Child Health Branch allows a maximum indirect cost of ten percent allowable salaries and wages, or \$23,843.

Therefore, the proposed resolution should be amended to include indirect costs in the amount of \$23,843 based on ten percent of salaries and wages allowed by the State Department of Health.

8. The 1991-92 proposed grant award of \$495,743 represents an increase of approximately 121 percent over the 1990-91 grant award of \$224,383. The large percentage increase in the 1991-92 proposed grant can be attributed to the \$228,188 in Federal Title XIX matching funds, which were not available for the first six months under the 1990-91 grant. In addition, the \$33,875 BIH funds would be new, and the toll-free referral line funds would increase from \$13,000 to \$133,718.

9. The DPH advises that if grant funding is reduced or terminated, personnel would be reduced or terminated accordingly. The proposed grant provides for 7.75-8.25 FTEs.

10. Dr. Gerry Oliva of the DPH reports that the DPH is waiting for approval of the Board of Supervisors before accepting and expending the proposed grant.

11. The "Summary of Grant Request" as prepared by the DPH is attached.

**Recommendation:** Amend the proposed resolution to reserve \$11,550 pending EIPSC approval. Amend the proposed resolution to state that indirect costs would be \$23,843, based on ten percent of salaries and wages allowed by the funder. Approve the proposed resolution as amended.

Grantor State DHS, MCH Branch Division CPHS  
 Contact Person Doris Barrows Section Family Health  
 Address 714 - P Street, Rm 740 Contact Person Virginia Smyly  
Sacramento, CA Telephone 554-2575  
 Amount Requested \$ 495,743 Application Deadline May 3, 1991  
 Term: From July 1, 1991 To June 30, 1992 Notification Expected June 1991  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$495,743 from the period of July 1, 1991 to June 30, 1992 to provide various perinatal services.

II. Summary: (Concise history; need addressed; needs to be served; services and providers)

The MCH Block grant is utilized to recruit, train, provide technical assistance and quality assurance activities for implementation of the CPSP program. In addition Black Infant Health funds are provided to reduce the incidence of poor perinatal outcomes for Blacks. A toll free MCH referral line is required by OBRA '89, the state has passed the funds to counties to implement.

III. Outcomes/Objectives:

Increased access to CPSP provides for pregnant women; Increased support, education and intervention services for Black women and their infants and increased access to appropriate providers of CHDP, Family Planning, CPSP, CCS, and WIC for the residents of San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Efforts to increase access and quality of prenatal and related services will be curtailed. Ongoing or deteriorating perinatal outcomes for pregnant women and their poor infants.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	152,990	224,383	495,743	271,360	55,971	
Personnel	149,640	186,218	407,590	221,372	53,057	
Equipment	0	0	750	750		
Contract Svc.	0	13,400	21,975	8,575		
Mat. & Supp.	2,000	11,901	30,477	18,576	1,565	
Facilities/Space	0	0	7,250	7,250		
Other	1,350	11,700	3,200	8,500		
Indirect Costs	0	1,164	24,501	23,337	1,349	

VI. Data Processing

(see to included above)

0 0 0 /

VII. Personnel

F/T CSC		0	1.000	/
P/T CSC	2.94	4.55	6.32	/
Contractual	0	.25	.25	/

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: County general funds

Will grant funded employees be retained after this grant terminates? If so, How?  
No



Item 1c - File 146-91-52.1

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State grant which includes indirect costs in the amount of \$93,754 based on 20 percent of personnel costs excluding fringe benefits and to establish and finance Civil Service positions.

**Amount of Grant:** \$1,334,558

**Source of Grant:** State Department of Health Services

**Grant Period:** October 1, 1991 through September 30, 1992

**Project:** Women, Infants and Children (WIC) Program

**Description:** In May of 1991, the Board of Supervisors authorized DPH to apply for the proposed continuation grant to fund the WIC program. The WIC program provides nutrition education and supplemental foods to pregnant, lactating or postpartum women and to children under age five who are receiving ongoing medical care. Eligible clients must also meet Federal income guidelines, reside in the local target area and be determined by a health professional to be at nutritional risk.

**No. of Persons to be Served:** 14,070 participants per month

**Grant Budget:**

<u>Personnel</u>		
Senior Nutritionist	1.0	\$52,853
Nutritionist	5.5	260,583
Administrative Assistant	0.23	10,887
Health Worker I	15.0	375,187
Health Worker II	6.0	174,035
Health Worker III	2.0	63,997
Fringe Benefits		<u>243,761</u>
Subtotal Personnel	29.73	\$1,181,303

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Operating Expenses</u>	
Materials and Supplies	\$5,000
Communications	15,000
Computer Supplies	1,500
Training	1,000
Staff Mileage	6,500
Janitorial Supplies	8,000
Computer Technician Fees	4,000
Educational Materials	3,000
Postage	1,000
Duplication/Reproduction & Copier Lease	6,000
Office Furniture	3,500
Rent (Lease \$1.00 per year)	<u>1</u>
Subtotal Operating Expenses	\$54,501
Computer Equipment	5,000
Indirect Costs	<u>93,754</u>
Total	\$1,334,558

**Indirect Costs:** \$93,754 or 10 percent of personnel costs excluding fringe benefits.

**Required Match:** None

**Comments:** 1. The proposed \$1,334,558 in State grant funds for 1991-92 is \$359,242 or 36.8 percent greater than the \$975,316 DPH received in 1990-91. Part of this increased level of funding would be used to fund approximately three additional FTE positions including fringe benefits.

2. Ms. Nylda Gemple of the DPH reports that the DPH does not have the budget details for the proposed computer equipment. In addition, DPH has not received Electronic Information Processing Steering Committee (EIPSC) approval for the proposed computer equipment purchase. As a result, the Budget Analyst recommends reserving the \$5,000 budgeted for computer equipment pending DPH's submission of the budget details for the proposed computer equipment and EIPSC approval.

3. The proposed grant includes \$93,754 for indirect costs which is based on 10 percent of personnel costs excluding fringe benefits. However, the proposed resolution indicates that indirect costs are based on 20 percent of personnel costs. As such, the proposed resolution should be amended to read 10 percent of personnel costs excluding fringe benefits instead of 20 percent of personnel costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



4. Attached is a copy of Summary of Grant Request as prepared by DPH.

**Recommendation:** Amend the proposed resolution to 1) delete with respect to indirect costs the phrase 20 percent of personnel costs and replace it with 10 percent of personnel costs excluding fringe benefits and 2) reserve the \$5,000 budgeted for computer equipment pending submission of budget details and EIPSC approval. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Dept. of Health Services  
 Contact Person Jo Ann Wray, Chief of WIC  
 Address 714/744 P Street  
Sacramento, Ca. 95814

Division C.P.H.S.  
 Section Family Health  
 Contact Person Florence Stroud  
 Telephone 415-554-2620

Amount Requested \$ 1,334,558  
 Term: From 10/01/91 To 09/30/92  
 Health Commission 07/02/91

Application Deadline N/A  
 Notification Expected N/A

Board of Supervisors: Finance Committee 07/31/91

Full Board 08/05/91

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) a grant in the amount of \$ 1,334,558 from the period of 10/01/91 to 09/30/92 to provide WIC services services.

II. Summary: (Concern/history; need addressed; number + groups served; services and providers)

The WIC Program provides nutrition education and supplemental foods to pregnant women lactating or post-partum women and to children under five years who are receiving ongoing medical care; meet Federal income guidelines; reside in the local target area and are determined by the health professional to be at nutritional risk. The Department of Health has administered this program since 10/1986.

III. Outcomes/Objectives:

1) To continue providing WIC services to 3509 women, 3901 infants and 6599 children for a total of 14009 participants per month. 2) To augment outreach and counseling services by professional staff.

IV. Effects of Reduction or Termination of These Funds:

Health and nutritional services to high risk clients will be curtailed.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		1,072,856	1,334,558	+ 261,702		
Personnel		1,017,114	1,181,303	+ 164,189		
Equipment		29,074	5,000	- 24,074		
*Contract Svc.						
Mat. & Supp.		16,000	18,500	+ 2,500		
Facilities/Space		1,000	1	- 999		
Other Operations		2,000	29,500	+ 27,500		
Indirect Costs		4,668	93,754	+ 89,086		
Travel		3,000	6,500	+ 3,500		
<u>VI. Data Processing</u>						
(costs included above)			5,000	-		

VII. Personnel

F/T CSC	29	29		
P/T CSC	-	.73	.73	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
NONE

Will grant funded employees be retained after this grant terminates? If so, How?

It is not foreseeable that grant will terminate.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

Item 1d - File 146-91-58

**Department:** Department of Public Health (DPH)  
Community Public Health Services  
Family Health Bureau

**Item:** Resolution authorizing the Department of Public Health, to apply for a grant which includes indirect costs in the amount of \$32,664, based on 20 percent of personnel costs, and to authorize expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$800,000

**Grant Period:** October 1, 1991 to September 30, 1992

**Source of Funds:** Center for Disease Control (CDC)

**Project:** Family Planning and HIV Services for Women

**Description:** The proposed grant would provide funds for the prevention of HIV infection in women and infants. The project would develop, implement, and evaluate interventions to prevent HIV infection in women at risk of infection and and unintended pregnancies among women at risk and women already infected with the HIV virus, as well as pregnancy planning services.

This project would be a community-level behavioral intervention, including the creation of volunteer and peer networks to promote and reinforce risk reduction for adolescent women.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Project Director	1.00	\$47,112
	Principal Investigator	.10	7,641
	Family Planning Coordinator	.10	5,260
	Management Assistant	.50	17,368
	Nurse Practitioner	<u>.50</u>	<u>24,444</u>
	Personnel Subtotal	2.20	\$101,825
	Fringe Benefits @ 27%		<u>27,493</u>
	Total Personnel		\$129,318
	<u>Indirect Costs</u> (20 percent Salaries)		20,365

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Operating Expenses</u>		
Laboratory Tests (500 chlamydia; STD/HIV diagnostic and pregnancy detection)		\$7,500
Office Supplies (photocopy and computer paper, 9 beepers, desk and clinic office supplies)		<u>5,000</u>
Total Operating Expenses		\$12,500
<u>Travel</u>		
Travel to CDC/Atlanta (includes flights, hotels, meals & registration @ \$800 x 2 x 3x/yr.)	4,800	
2 Professional Conferences (\$800 x 2 x 2x/yr.)	<u>3,200</u>	
Total Travel		8,000
<u>Contract Services</u> (see below)		
UCSF Contract	\$310,252	
Planned Parenthood Contract	<u>319,565</u>	
Total Contract Services		<u>629,817</u>
Total Project Budget		\$800,000

**Contract Budgets: Planned Parenthood**

<u>Personnel</u>		
Fiscal Coordinator	0.71	\$24,029
404 of HIV Coordinator	0.40	16,796
Outreach Workers (5 in year 2)	4.00	84,000
Outreach Coordinator	<u>1.00</u>	<u>27,500</u>
Subtotal Salaries	6.11	152,325
Fringe Benefits @ 18 percent		<u>27,418</u>
Total Personnel		\$179,743
<u>Outreach and Intervention</u>		
Contraceptives		5,000
Outreach supplies & childcare		6,500
Conference/Training		5,000
Local travel		6,000
Educational Materials		7,500
Postage/delivery		100
Survey Incentives (350 @ \$15.00)		<u>5,250</u>
Total Outreach/Intervention		<u>35,350</u>
Project Subtotal		\$215,093

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Indirect Costs @ 23 percent of Subtotal	49,472
Consultants	<u>55,000</u>
Planned Parenthood Total	\$319,565

**UCSF**

<b><u>Personnel</u></b>	<b><u>FTE</u></b>	
Co-Principle Investigator	.25	\$11,839
Co-Investigator	.05	7,837
Director, Res. & Evaluation	1.00	45,240
Fiscal Analyst	.10	4,680
Sr. Public Admin. Analyst	.10	4,200
Secretary	1.00	22,836
Respite Project Assistant	2.00	50,431
Data Entry Clerk, Respite	.49	5,589
Field Surveyors/Phlebotomists	<u>1.47</u>	<u>16,767</u>

Subtotal Personnel 6.46 \$169,419

Fringe Benefits 31,401

Total Personnel \$200,820

**Consultants**

Epidemiologist (50 hours x \$50/hour) = \$2,500  
Ennographer (80 hours x \$50/hour) = \$4,000

Total Consultants 6,500

**Equipment**

Lab-top computer  
(for Res. Director & Academic Personnel) 3,775

**Supplies**

Telephone 2,400  
Office Supplies 1,926  
Postage 1,000  
Copying Xerox 1,500  
Questionnaire/Form 3,000  
Incentive Payments 4,000  
Computer Mainframe Time 1,000

Total Supplies 14,826

Rent (1,000 sq. ft. @ \$1.80 per sq. ft./mo.  
x 12 mo.) 21,600

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Travel

APHA-Atlanta (1 @ \$1,000)  
International Conf.-Boston (1 @ \$1,000)  
Perinatal Projects Planning meetings  
(3 mtgs @ \$1,000)

\$ 5,000

Subtotal UCSF

\$252,521

Indirect Cost @ 23 percent subtotal

57,730

UCSF Total

\$310,251

**Indirect Costs:** \$20,365 (see Comment 6)

**Required Match:** None.

**Comments:**

1. According to Mr. Steve Purser of the DPH, this would be the fourth year of an on-going grant. The first three years were a research project which studied women at risk using peer educational models and behavioral interventions. The proposed grant would focus on adolescents rather than adult women.

2. Mr. Purser advises that the focus of the proposed project would be changed from adults to adolescents because the CDC is changing the grant requirements. Because this would be a new project, it is unknown whether the CDC will award the DPH the proposed grant, Mr. Purser reports.

3. According to Mr. Purser, the proposed grant would be written and submitted in conjunction with the University of California at San Francisco. Therefore, if the grant were awarded, the UCSF contract would be sole source.

4. Planned Parenthood has contracted with the DPH on this project for three years. Contracts would be sole source because the CDC would like to maintain an on-going relationship with Planned Parenthood, Mr. Purser reports.

5. Ms. Moher Downing of UCSF reports that the \$55,000 Consultant cost in the Planned Parenthood budget includes \$50,000 for CDC to consult on the project, per CDC grant request requirements. The remaining \$5,000 would include staff training and Spanish translation of educational materials.

6. The proposed resolution states that indirect costs would be \$32,664. Ms. Moher Downing of UCSF reports that indirect costs are based on DPH's personnel costs, which were

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



originally budgeted at \$163,322. However, the final project budget as reflected above for DPH's personnel costs is \$101,825. Therefore, the proposed resolution should be amended to include indirect costs in the amount of \$20,365, based on 20 percent of salaries.

7. Ms. Downing advises that the DPH will apply for the grant before the July 26, 1991 deadline. Since the full Board of Supervisors cannot approve the proposed resolution before July 26, 1991, the proposed resolution should be amended to give the Department retroactive approval to apply for the proposed grant.

8. Travel costs include \$4,800 for two DPH staff people to attend the CDC conference in Atlanta three times. According to Ms. Downing, the Center for Disease Control requires that two people attend the CDC conference in Atlanta three times in order to receive funding.

9. Attached is the Summary of Grant Request as prepared by the DPH and UCSF. Note that the updated budget is not reflected on the Summary of Grant Request.

**Recommendation:** Amend the proposed resolution to include indirect costs in the amount of \$20,365, based on 20 percent of salaries. Amend the proposed resolution to give the Department retroactive approval to apply for the proposed grant. Approve the proposed resolution as amended.

Antior Center for Disease Control  
Contact Person Christine Galavotti  
Address 255 East Paces Ferry Rd, Mail Stop  
Atlanta, GA 30305 E14

Division CPHS Attachment  
Section Family Health  
Contact Person Geraldine Oliva, MN  
Telephone 554-2563  
Application Deadline July 26, 1991  
Notification Expected September 25, 1991  
Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to apply for (accept and expend) a new (continuation) (allocation) (augmentation to a)  
(Circle appropriate words) grant in the amount of \$ 800,000 from the period of 10-1-91 to 9-30-92  
to provide Family Planning and HIV Services services.

II. Summary: (Concise summary; need address; number + groups served; services and providers) Part A

This is an application for new funding in the fourth year of a research demonstration and intervention project designed to provide community-level behavioral research and interventions to prevent HIV infection in women and infants. Behavioral research focus on primary HIV prevention in women by identifying and describing structural, environmental and psychosocial factors thought to promote risk reduction in this population.

III. Outcomes/Objectives:

Provision of interventions in neighborhoods at high risk for HIV and Perinatal HIV via unplanned pregnancies will be targeted using culturally and linguistically sensitive strategies. Cognitive, behavioral, clinical, structural, and environmental changes will be measured and compared between control/comparison group.

IV. Effects of Reduction or Termination of These Funds:

Provision of interventional, research, and support services for women at high risk for transmission through community level behavioral research will not be possible. Valuable research data on a population that is extremely hard to reach and serve will be lost.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>777,570</u>	<u>899,427</u>	<u>*800,000</u>	<u>(99,427)</u>	_____	_____
Personnel	<u>107,478</u>	<u>113,322</u>	<u>163,322</u>	<u>+50,000</u>	_____	_____
Equipment	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	_____	_____
Contract Svc.	<u>634,000</u>	<u>758,259</u>	<u>584,014</u>	<u>(174,245)</u>	_____	_____
Mat. & Supp.	<u>7,500</u>	<u>7,500</u>	<u>15,000</u>	<u>+ 7,500</u>	_____	_____
Facilities/Space	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	_____	_____
Other	<u>2,500</u>	<u>2,500</u>	<u>5,000</u>	<u>+ 2,500</u>	_____	_____
Indirect Costs	<u>26,092</u>	<u>17,846</u>	<u>32,664</u>	<u>+ 14,818</u>	_____	_____

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	<u>1.0</u>	<u>1.0</u>	<u>2.0</u>	<u>+1</u>	_____
P/T CSC	<u>.85</u>	<u>.85</u>	<u>.85</u>	<u>-----</u>	_____
Contractual	<u>9.55</u>	<u>11.45</u>	<u>16.45</u>	<u>+5</u>	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (If sole source, attach Request for Exemption Form)

\*(Previous) PHREDA Project was funded under one PHS cooperative agreement. Current RFP calls for separation of research component from clinical component.

Item 1e - File 146-91-59

**Department:** Department of Public Health (DPH)  
Community Public Health Services  
Family Health Bureau

**Item:** Resolution authorizing the Department of Public Health, to apply for a grant which includes indirect costs in the amount of \$17,846, based on 20 percent of personnel costs, for Family Planning and HIV services for women, and to authorize expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Grant Amount:** \$500,000

**Grant Period:** October 1, 1991 to September 30, 1992

**Source of Funds:** Center for Disease Control (CDC)

**Project:** Family Planning and HIV Services for Women

**Description:** The proposed grant funds would provide funds for the prevention of HIV infection in women and infants. The project would develop, implement, and evaluate interventions to prevent HIV infection in women at risk of infection and facilities and pregnancy planning and the prevention of unintended pregnancies among women at risk and women already infected with the HIV virus.

This project would be service-level interventions, including the provision of enhanced family planning services in non-traditional settings where women at high risk and women infected with HIV may be reached.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Project Director	.50	\$23,556
	Principal Investigator	.10	7,641
	Family Planning Coordinator	<u>.10</u>	<u>5,260</u>
	Personnel Subtotal		36,457
	Fringe Benefits @ 27%		<u>9,843</u>
	Total	.70	\$46,300

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Indirect Costs (20 percent Salaries) \$7,291

Operating Expenses

Laboratory Tests (500 chlamydia; STD/HIV diagnostic and pregnancy detection tests)	7,000	
Office Supplies (photocopy and computer paper, 9 beepers, desk & clinic office supplies)	<u>5,000</u>	
Total Operating Expenses		12,000

Travel

American Public Health & AIDS Conferences x 2 people	3,200	
Travel to CDC/Atlanta as required by funder (flights, hotels, meals & registration @ \$800 x 2 people x 3x/yr.)	4,800	
Total Travel		<u>8,000</u>

Contract Services (see below)

UCSF Contract	115,000	
Planned Parenthood Contract	311,389	
Total Contract Services		<u>\$426,389</u>

Total Project Budget		\$499,980
----------------------	--	-----------

Contract Budgets: **Planned Parenthood**

<u>Personnel</u>	<u>FTE</u>		
Fiscal Coordinator	.71	\$24,029	
10% of Finance Dir.	0.05	2,625	
Personnel Manager	0.01	414	
Payroll Clerk	0.01	232	
Outreach Workers	4.00	84,000	
Outreach Coordinator	1.00	27,500	
Clerical	<u>0.10</u>	<u>1,756</u>	
Subtotal Salaries	5.88	140,556	
Benefits @ 18%		<u>25,300</u>	
Total Personnel			165,856

Clinic Costs

Initial visits (350 @ \$180)	63,000	
Follow-up Visits (210 @ \$109)	<u>22,890</u>	
Total Clinic Costs		85,890

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Outreach</u>	
Contraceptives	\$5,000
Outreach supplies	3,000
Local travel	5,000
Educational Materials	2,000
Postage/delivery	100
Survey Incentives:	
Recruitment (350 @ \$5.00)	1,750
Initial (350 @ \$10.00)	3,500
Follow-up (210 @ \$15.00)	<u>3,150</u>
Total Outreach/Intervention	<u>\$23,500</u>
Project Subtotal	\$275,246
<u>Indirect Costs</u> (13% of project subtotal)	<u>36,143</u>
Total Planned Parenthood	\$311,389

#### UCSF

<u>Personnel</u>	<u>FTE</u>	<u>Salary</u>
Co-Principal Investigator	.10	\$15,674
Research Director	.50	20,800
Admin.Asst. II	.25	6,477
Data Entry Clerk	<u>1.00</u>	<u>22,812</u>
Subtotal Personnel	1.85	65,763
Fringe Benefits		<u>13,594</u>
Total Personnel		\$79,357
<u>Administrative Costs</u>		
Telephone		1,000
Computer Mainframe time		1,000
Forms		<u>1,143</u>
Total Administrative Costs		3,143
<u>Rent</u> (463 sf x \$1.80/sf x 12 mo.)		10,000
<u>Travel</u> (to Atlanta)		<u>1,500</u>
Project Subtotal		\$94,000
UCSF Indirect Cost @ 22% of Project Subtotal		<u>21,000</u>
Total UCSF		\$115,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Indirect Costs:** \$7,291 (see Comment 5)

**Required Match:** None.

**Comments:**

1. According to Mr. Steve Purser of the DPH, the proposed grant would be an extension of an existing program which was funded for three years as a research project. The CDC has decided to fund the project as a program for fiscal year 1991-92. Mr. Purser reports that it is likely that the DPH will be awarded this grant by the CDC.

2. Mr. Purser advises that Planned Parenthood would reimburse four sub-contracting agencies (Glide Memorial Church, Haight-Ashbury Detox Unit, Bayview/Hunter's Point Foundation, and the Dolores Street Community Center) for the provision of direct services.

3. Planned Parenthood has contracted with the DPH on this project for three years. Contracts would be sole source because the CDC would like to maintain an on-going relationship with Planned Parenthood, Mr. Purser reports.

4. Mr. Purser reports that the contract with UCSF would be sole source because UCSF and the DPH are applying for this grant jointly. UCSF created the project budgets outlined above.

5. The proposed resolution states that indirect costs for the proposed grant would be \$17,846. Ms. Moher Downing of UCSF reports that indirect costs are based on DPH's personnel costs, which were originally budgeted at \$113,322. However, the final project budget as reflected above for DPH's personnel costs is \$36,457. Therefore, the proposed resolution should be amended to include indirect costs in the amount of \$7,291, based on 20 percent of DPH's salaries.

6. According to the proposed legislation, the proposed grant would be \$500,000. However, according to the final project budget, the proposed grant would be \$499,980. Therefore, the proposed resolution should be amended to authorize the DPH to apply for a grant in the amount of \$499,980.

7. Ms. Downing advises that the DPH will apply for the grant before the July 26, 1991 deadline. Since the full Board of Supervisors will not approve the proposed resolution before July 26, 1991, the proposed resolution should be amended to give the Department retroactive approval to apply for the proposed grant.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



8. Travel costs include \$4,800 for two staff people to attend the CDC conference in Atlanta three times. According to Ms. Downing, the Center for Disease Control requires that two people attend the CDC conference in Atlanta three times in order to receive funding.

9. Attached is the Summary of Grant Request as prepared by the DPH and UCSF. Note that the updated budget is not reflected on the Summary of Grant Request.

**Recommendation:** Amend the proposed resolution to include indirect costs in the amount of \$7,291, based on 20 percent of salaries. Amend the proposed resolution to authorize the DPH to apply for a grant in the amount of \$499,980. Amend the proposed resolution to give the Department retroactive approval to apply for the proposed grant. Approve the proposed resolution as amended.

a No. \_\_\_\_\_ He 1 Commission - Summary of Gr Request

Rev. 4/10/90

Grantor Center For Disease Control Division CPHS  
 Contact Person Christine Galavotti Section Family Health  
 Address 255 East Paces Ferry Rd. Mail Stop E14 Contact Person Geraldine Oliva, MD  
Atlanta, GA 30305 Telephone 554-2563  
 Amount Requested \$ 500,000 Application Deadline July 26, 1991  
 Term: From Oct. 1, 1991 To Sept. 30, 1992 Notification Expected September 25, 1991  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 500,000 from the period of 10-1-91 to 9-30-92  
 to provide Family Planning and HIV Services services.

II. Summary: (Concise summary; need address; needs + groups served; services and providers) Part B  
This is an application for the fourth year of funding for a clinical demonstration project designed to provide clinical and educational services for at least 1500 women in non-traditional settings. Hypotheses and strategies for preventing HIV infection among women and infants are tested in high risk neighborhoods.

### III. Outcomes/Objectives:

A street outreach team will continue to recruit at least 1500 women into non-traditional family planning clinics providing health services. Services will be provided every six months and the success of the interventions will be measured using such outcomes as utilization of family planning, reproductive health, STD/HIV and drug treatment services, decreases in unintended pregnancies, and STD rates.

IV. Effects of Reduction or Termination of These Funds:  
Provision of medical, counseling, and education services for women at high-risk for HIV transmission through community-based clinic sites not be possible. A valuable opportunity to provide clinical care to women who are extremely hard to reach and serve will be lost.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>*500,000</u>			
Personnel			<u>113,322</u>			
Equipment			<u>-----</u>			
Contract Svc.			<u>353,944</u>			
Mat. & Supp.			<u>7,500</u>			
Facilities/Space			<u>-----</u>			
Other			<u>7,388</u>			
Indirect Costs			<u>17,846</u>			
VI. Data Processing			<u>1.0</u>			
(rows included above)						
VII. Personnel			<u>1.0</u>			
F/T CSC			<u>.85</u>			
P/T CSC			<u>-----</u>			
Contractual			<u>12.45</u>	<u>+1</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
.5 FTE 2593 on other grants - .35 Physician is on gen. fund (SLIAG).

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exemption Form)

Item 1f - File 153-91-5

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to accept, expend and administer a continuation State allocation, which includes indirect costs in the amount of \$26,631 based on the maximum allowed of 5 percent of the total award allocated through AB 1733 by the State for fiscal years 1991-92, 1992-93 and 1993-94 and authorizing the DSS to execute an agreement with the State for the purpose of funding prevention of child abuse and neglect and child abuse intervention services.

**Amount:** \$532,644

**Source of Funds:** State Department of Social Services (Papan Funds - AB1733)

**Term:** July 1, 1991 to June 30, 1994

**Description:** AB1733, which took effect on October 1, 1982, appropriates funds to the State Department of Social Services to help prevent child abuse and neglect. The State allocates these funds to local jurisdictions based on a formula which considers the population of children (ages 0 to 14 years), the number of child protective service referrals and the number of Aid to Families with Dependent Children (AFDC) families. Since the State allocates these funds on a formula basis, the City is not required to submit an application for these funds.

The DSS is responsible for monitoring and administering these State allocation funds. The Department contracts with community based organizations for the provision of child abuse and neglect services to program clients. DSS reports that the Department is currently contracting with Family Service Agency of San Francisco for the provision of short-term, out-of-home respite and specialized services to children in danger of abuse or neglect. DSS advises that a second contract, with Children's Home Society for child abuse and neglect preventive services, expired on June 30, 1991. In order to continue these services, the Department is planning to issue a Request for Proposal by August of 1991. The DSS would continue to contract with Children's Home Society, on the basis of a three-month contract extension, until a new contract is awarded, in order to prevent a gap in service. The DSS anticipates that a new contract will be awarded by October of 1991. Mr. Fredrick Floyd of the DSS reports that the three-month contract extension with Children's Home Society will be funded from General Fund monies.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Of the total proposed \$532,644 in State allocation funds, \$375,000 (\$125,000 annually for a three-year period) would be expended for contract services with the Family Service Agency of San Francisco, \$131,013 would be expended for contract services for child abuse and neglect preventive services (\$43,671 annually for a three-year period) and \$26,631 or 5% of the total award would be expended for City Indirect Costs (\$8,877 annually for a three-year period).

The 1991-92 proposed contract budget for the Family Service Agency of San Francisco is detailed below:

Personnel

Salaries & Wages	\$53,166	
Fringe Benefits	<u>6,336</u>	
Subtotal		\$59,502

Contract Services and Support Costs

Respite Care Provider	\$48,300	
Relief Worker	2,500	
Relief Worker Meals	1,890	
Foster Grandparents Fees	<u>7,360</u>	
Subtotal		60,050

Operating Services

Telephone	560	
Staff Travel	250	
Duplicating and Printing	300	
Office Supplies	400	
Insurance	1,200	
Postage	250	
Program Supplies for Children	<u>1,000</u>	
Subtotal		3,960

Indirect Costs

Total	<u>13,988</u>	
	\$137,500	
Less Contractor Match	<u>(12,500)*</u>	
Total DSS Contract		\$125,000

\* The \$12,500 includes \$7,360 for Foster Grandparents Fees.

The DSS reports that the Family Service Agency of San Francisco's budgeted expenditures are expected to remain essentially the same for 1992-93 and 1993-94. The Agency's contract with DSS would not exceed \$125,000 for 1992-93 and 1993-94 respectfully.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comment:** As noted above the DSS has not, as yet, awarded a contract for child abuse and neglect preventive services. As such, the Department is unable to provide detailed budget expenditures for these services. Therefore, the Budget Analyst recommends that the \$131,013 earmarked for these services be placed on reserve until such time as the DSS can submit budget details for the expenditure of these funds to the Board of Supervisors.

**Recommendation:** Amend the proposed legislation to reserve \$131,013 pending DSS's submission of the budget details for the expenditure of these funds and approve the legislation as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 1g - File 156-91-3

**Department:** Private Industry Council of San Francisco Inc. (PIC)

**Item:** Resolution authorizing the Private Industry Council of San Francisco Inc. to apply for, accept and expend a Federal grant for refugee services.

**Amount:** \$35,917

**Local Match:** None

**Grant Term:** August 1, 1991 through June 30, 1992

**Source of Funds:** Federal Refugee Employment Social Services funds disbursed by the State Department of Social Services (State DSS)

**Description:** The Private Industry Council, a non-profit organization, administers two sets of refugee funds on behalf of the City. These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services. The Refugee Employment Social Services funds (RESS) and Refugee Targeted Assistance Program (RTAP) Title VII funds are used to provide employment and training services to refugees who are receiving public assistance.

On June 17, 1991, the Board of Supervisors approved an expenditure plan that provided for expenditure of \$940,730 in RESS and RTAP funds and approved acceptance and expenditure of the first allocation of RESS funds in the amount of \$310,605. The proposed resolution would authorize PIC to apply for, accept and expend a second allocation of \$35,917 of the \$940,730 for a total allocation of \$346,522. The remaining amount of \$594,208 has not yet been allocated.

The proposed grant would provide funding for acculturation services to refugees. These proposed acculturation services would provide refugees with a better understanding of the systems and agencies with which they deal with on a daily basis such as health, transportation, law enforcement and education. PIC submitted a Request for Proposals to provide the acculturation services to refugees and received only one bid from Mutual Assistance Association, a nonprofit organization. \$30,529 of the proposed grant would fund Mutual Assistance Association. The State DSS allows the PIC to budget up to 15 percent of the total grant for administrative purposes. PIC has allocated a total of \$5,388 to administer the grant funds, 15 percent of the total grant.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. PIC has submitted a Summary of Grant Request for the proposed grant funds (see attachment).
2. The State DSS requires the Board of Supervisors to approve, by resolution, the acceptance and expenditure of the allocations of RESS and RTAP funds. As previously noted, the proposed resolution would approve the acceptance and expenditure of \$35,917. The State will allocate the remaining \$594,208 in separate allocations at later dates. As the State allocates these funds, the PIC will submit corresponding resolutions for Board of Supervisors approval.
3. Because PIC administers the proposed grant funds and the proposed grant funded program, the City does not incur indirect costs associated with the proposed grant. Thus, PIC's proposed budget does not include indirect cost reimbursement for the City.

**Recommendation:** Approve the proposed resolution.

## SUMMARY OF GRANT REQUEST

No.: \_\_\_\_\_ (MAA Incentive)

Sponsor: Refugee Immigration Program Branch/DSS  
 Contact Person: Mike White  
 Address: 744 'P' Street  
 Sacramento, CA 95814  
 Amount Requested: \$35,917  
 Term: From: August 1, 1991 to: June 30, 1992

Agency: Private Industry Council of San Francisco, Inc.  
 Section: N/A  
 Contact Person: Guillermo Casillas/Greg Marutani  
 Telephone: 621-6853  
 Application Deadline: N/A  
 Notification Expected: N/A  
 Board of Supervisors: Finance Committee -  
 Full Board -

Item Description: Request to apply for, accept and expend a new allocation grant in the amount of \$35,917 from the period of August 1, 1991 to June 30, 1992 to provide acculturation services.

## Summary:

To provide acculturation services to refugees by a Mutual Assistance Association organization.

## Outcomes/Objectives:

To provide refugees with a better understanding of the systems and agencies with which they deal with on a daily basis (i.e., health, transportation, law enforcement, education, etc.)

## Effects of Reduction or Termination of These Funds:

Reduce services for refugees and increase the financial burden for the City and County of San Francisco.

Financial Information:	Column A Initial	Column B Proposed	Column C Total Grant
Subcontract Services:	N/A	\$30,529	\$30,529
PIC Administration:	N/A	<u>\$5,388</u>	<u>\$5,388</u>
Total:	N/A	\$35,917	\$35,917

Data Processing: N/A

Personnel: N/A  
 FT/CSC: N/A  
 PT/CSC: N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, how?  
N/A

Contractual Services: Open Bid XX Sole Source \_\_\_\_\_

July 5, 1991



Item 1h - File 172-91-6

- Department:** Department of Social Services (DSS)
- Item:** Resolution authorizing the execution of an agreement between the City and County of San Francisco and the State of California's Department of Education for participation by the City and County in the State's Childcare Development Program.
- Amount:** \$121,610 Maximum Reimbursement
- Contract Period:** July 1, 1991 through June 30, 1992
- Description:** The proposed resolution would authorize the continuation of an existing agreement with the State Department of Education that reimburses DSS for paying providers of community-based childcare services, including homemaker services and respite care. The State's Childcare Development Program provides community-based childcare services to families at risk to enable parents to continue their employment or to continue their education. DSS contracts with the childcare providers. Authorization to enter into this proposed agreement is required by the State before DSS is eligible to submit claims for reimbursement to the State Department of Education.
- The proposed agreement calls for a reimbursement rate not to exceed \$2.0396 per child per hour of full-time attendance in various childcare and development programs. The maximum reimbursable amount is \$121,610. Reimbursements are made on a quarterly basis from claims submitted by DSS to the State.
- Comments:**
1. DSS reports that the State only reimburses the City for childcare provider services, including homemaker services and respite care. The City's costs to administer the Childcare Development Program are absorbed by DSS.
  2. The \$121,610 anticipated State reimbursement for FY 1991-92 represents an increase of \$3,541, or 3 percent over the FY 1990-91 amount of \$118,069.
  3. Based on the proposed reimbursement rate of \$2.0396 per child per hour and the proposed maximum reimbursement amount of \$121,610, the City through its childcare providers would be able to provide a maximum of 59,624 hours of childcare services.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 2 - File 101-91-4

**Department:** San Francisco Unified School District (SFUSD)

**Item:** Supplemental Appropriation for the San Francisco Unified School District to finance its sports and music programs for the 1991-1992 school year.

**Amount:** \$1,656,000

**Source of Funds:**

\$ 800,000	Stadium Operator Admission Tax
256,000	Candlestick Park Fund
<u>600,000</u>	General Fund General Reserve
\$1,656,000	

**Description:** The proposed supplemental appropriation would fund the San Francisco high school and middle schools' athletics program for the 1991-92 school year. Interschool activities would include varsity football, freshman/sophomore football, soccer, cross-country, girls' volleyball, girls' basketball, boys' basketball, freshman/sophomore basketball, wrestling, girls' tennis, boys' tennis, girls' badminton, boys' varsity baseball, boys' freshman/sophomore baseball, girls' softball, golf, swimming, spring football, track and field, fencing and girls' gymnastics. The proposed supplemental appropriation would also fund once weekly vocal and instrumental classes and arrange performances at San Francisco's 72 elementary schools.

The SFUSD has provided the following budget for the proposed supplemental appropriation:

<u>High School Athletics Program</u>	
Coaches Hourly Salary - Funds	
for 22,069 hours	\$408,277
Head of Sport Salary	4,726
Employee Benefits	33,008
Office Supplies & Educational Materials	3,000
Officials	60,965
Other Costs	31,685
Auto Mileage funds for schools	6,500
Sports Supplies funds to schools	76,380
Sports Equipment	<u>19,956</u>
Subtotal	\$644,497

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Middle School Athletics Program

Coaches Hourly Salary - Funds for 10,880 hours	\$201,280	
Head of Sport salary	1,946	
Employee Benefits	16,242	
Officials	15,103	
Auto mileage funds for schools	3,200	
Office supplies/awards	1,000	
Sports supplies funds to schools	3,440	
Sports Equipment	<u>19,956</u>	
Subtotal		\$262,167

Centralized Staff Cost

1 Program Administrator	\$54,690	
2 FTEs Clerical Support	63,415	
Employee Benefits	<u>31,231</u>	
Subtotal		<u>149,336</u>
Total Athletics Program		\$1,056,000

Elementary School Music Program

Music Teachers - 13.0 FTEs	468,000	
Employee Benefits	<u>132,000</u>	
Total Music Program		<u>600,000</u>

Total Proposed Supplemental \$1,656,000

**Comments:**

1. As noted above, funds for the proposed supplemental appropriation would come from the Stadium Operator Admissions Tax, the Candlestick Park Fund, and the General Fund - General Reserve. The Board of Supervisors approved an increase to the \$0.50 Stadium Operator Admission Tax (File 127-91-4) on June 11, 1991 for a one-year period. For Giants and 49ers games, the temporary tax will apply on tickets sold for the 1992 season.

2. The additional tax on Giants tickets is \$0.25 and on 49er tickets is \$0.75. It is estimated that 50 percent of the revenues generated by these taxes would be derived from tickets sold at Giants games (\$528,000) and approximately 50 percent would be derived from tickets sold at 49er games (\$528,000) for a total of \$1,056,000. The proposed increase in the Stadium Operator Admission Tax of \$0.25 on Giants tickets and \$0.75 on 49er tickets is not a special tax. Rather, the proceeds would be deposited to the City's General Fund. When this additional one-year tax was approved, it was anticipated that the Mayor and the Board of Supervisors would then appropriate the proceeds from the additional tax for use by the San Francisco Unified School District to carry out its Sports Programs for its High Schools and Middle

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Schools for fiscal year 1991-92 as is being proposed under this legislation.

3. Mr. John Madden of the Controller's Office explains that in addition to the Stadium Operator Admissions Tax revenues collected on Giants tickets sold throughout the 1992 baseball season, an additional amount of \$256,000 would be advanced under this legislation from the Candlestick Park Fund. Mr. Madden stated that \$256,000 would initially come from the Candlestick Park Fund because a portion of the revenues from Giants tickets sold would not be received until after the end of FY 1991-92. Subsequently, the future year taxes collected on Giants tickets would be used to reimburse the \$256,000 to the Candlestick Park Fund in FY 1992-93.

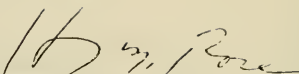
4. Mr. Madden also explains that the source of the \$600,000 in General Fund monies results from a recently passed State law which allows San Francisco to be reimbursed for its administrative costs incurred in the collection of the property taxes allocated to the SFUSD (File 182-91-2). Mr. Madden reports that this \$600,000, paid to the City, has not been used to finance the City 1991-92 budget, and, therefore, is available to pay for the SFUSD Music Program, subject to appropriation approval by the Mayor and the Board of Supervisors.

5. Mr. Peter Tom of the SFUSD reports that these sports and music programs were funded in previous years through the SFUSD's General Fund. However, Mr. Tom explains that because of State budget cuts, the SFUSD was unable to provide funding for these programs during the 1991-92 school year. Mr. Tom explains that in FY 1990-91, the SFUSD's total budget was \$221 million, and that the SFUSD's total budget for FY 1991-92 is \$213.6 million, a decrease of approximately 3.3 percent.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 24, 1991

**Recommendation:** Approve the proposed ordinance.

  
Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

SF  
S90.25  
#1  
7/31/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JULY 31, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

DOCUMENTS CLERK

JUL 29 1991

SAN FRANCISCO  
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 30-91-15. [Contract] Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and Allied Information and Services Corp., to provide ambulance billing and collections service. (Department of Public Health)
  - b. File 30-91-16. [Contract] Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and Health Management Systems, Inc., to retroactive claims reprocessing service. (Department of Public Health)
  - c. File 38-91-7. [Gift Acceptance] Resolution authorizing the Police Department to accept the gift of a 1984 Ford Club Wagon, valued between \$5,000 and \$7,000 for use by Senior Escort Program. (Police Department)
  - d. File 38-91-8. [Acceptance of Gift] Resolution authorizing the Police Department to accept the gift of office furniture, valued at \$75,000, from Pacific Bell, for use at 1 Jones Street. (Police Department)

- e. File 64-91-22. [Lease of Property] Resolution authorizing lease of real property at 25 Van Ness Avenue, Suites 410, 880 and 888, for the Department of Parking and Traffic. (Real Estate Department)
- f. File 94-91-5. [Grant – Federal Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$1,751,800 of Federal Capital Assistance including the required local contribution from the Clean Air and Transportation Improvement Act of 1990 Funds and/or State Transit Assistance Funds and/or AB 664 Bridge Toll Revenues and/or Regional Measure One Bridge Toll Revenues and/or San Francisco Municipal Railway Improvement Corporation Funds and/or Transportation Sales Tax Revenues to provide financing for the Design and rehabilitation of the Municipal Railway's fixed-facilities. (Public Utilities Commission)
- g. File 132-91-7. [Grant – State Funds] Resolution authorizing the San Francisco Arts Commission to apply for, accept and expend \$54,270 of California Arts Council funds to provide operational support for the Art Commission's State-Local Partnership Program; to support the logistical and clerical tasks required to complete the arts policy plan for the City; to support artists honoraria and exhibition programs of the Arts Commission Gallery; and to support ArtHouse, an information and referral program for artists seeking live/work space; and further authorizing indirect costs to be waived. (Arts Commission)
- h. File 146-91-60. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Communicable Disease, STD Control, to accept and expend an augmentation grant of \$17,052, which includes indirect costs of \$2,320, based on 20% of personnel costs, from the Centers for Disease Control for the provision of STD services, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services; companion measure to Files 146-90-78 and 146-90-78.1. (Department of Public Health)

ACTION:

#### REGULAR CALENDAR

- 2. File 97-91-43. [Prevailing Wages, Leases] Ordinance amending Administrative Code by adding Section 6.36-A, extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant. (Supervisor Hallinan)

ACTION:



3. File 7-91-7. Hearing to consider Municipal Railway's purchase of an advanced train control system. (Supervisor Shelley)

(Consideration continued from 7/17/91)

ACTION:

4. File 84-91-1. [Project Lease] Resolution approving and authorizing the execution and delivery of a facilities lease, a property purchase agreement, a purchase and sale assignment, a trust agreement, an assignment agreement and a purchase contract in connection with the City and County of San Francisco Certificates of Participation (25 Van Ness Avenue Project); authorizing and ratifying execution of documents reasonably necessary for the issuance, sale and delivery of certificates of participation; and adopting findings pursuant to City Planning Code Section 101.1, all in connection with the project. (Chief Administrative Officer)

ACTION:

5. File 47-91-11. [Parking Lot Lease Documents] Ordinance approving and adopting Polk-McAllister Parking Lot legal documents and authorization to lease. (Real Estate Department)

ACTION:

6. File 102-91-3. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Commission on Aging, reflecting the addition of eight positions Classifications 1426 Senior Clerk Typist (1), 2587 Health Worker III (5), 2588 Health Worker IV (1), and 2593 Health Program Coordinator III (1); companion measure to File 101-91-3. (Civil Service Commission)

ACTION:

7. File 101-90-10.5. [Release of Funds] Requesting release of reserved funds, California Academy of Science, Earthquake Safety Program Phase 1, in the amount \$33,000, for contract agreement with Forell/Elsesser Engineers, Inc., for a seismic upgrade study of their research/Invertebrate, Zoology and Geology facility; companion measure to File 101-90-10. (Academy of Sciences)

ACTION:

8. File 101-90-10.4. [Release of Funds] Requesting release of reserved funds, Fine Arts Museum/Palace of Legion of Honor, Earthquake Safety Program Phase 1, in the amount \$2,905,501, to lease warehouse space, relocate works of art, equipment and furniture, and fund Architectural/Speciality Consultants and Project Management Services; companion measure to File 101-90-10. (Fine Arts Museum)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 29, 1991

TO: Finance Committee  
FROM: Budget Analyst - Recommended Item  
SUBJECT: July 31, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

JUL 31 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 30-91-15

**Department:** Department of Public Health (DPH)  
San Francisco General Hospital (SFGH)

**Item:** Resolution approving a contract between the City and County of San Francisco and Allied Information and Services Corporation (AIS) to provide ambulance billing and collections service.

**Contract Amount:** City would pay to AIS 8.75 percent of ambulance service collections up to \$8.2 million of the gross collections and 8 percent for any amount over \$8.2 million.

**Terms of Contract:** Four-year period beginning on the effective date of the contract.

**Description:** Section 3.502 of the San Francisco Charter was amended in November, 1988 to require that contracts with anticipated revenues in excess of \$1 million be subject to approval by the Board of Supervisors. SFGH has been contracting with Allied Information and Services Corporation (AIS) since 1988 to provide ambulance billing and collections service, but the proposed contract has not previously been subject to approval by the Board of Supervisors since the current contract began in January 1988, and Section 3.502 of the San Francisco Charter was amended in November, 1988.

The proposed contract would provide SFGH with a complete package of billing, collection, follow-up, account posting and accounts receivables reconciliation and reporting services for Paramedic and Ambulance services provided by SFGH's Paramedics Division.

AIS services provided under the proposed contract would include the following:

- Pick-up of billing related forms on a daily basis from the Paramedics Division.
- Enter billing forms into computerized billing system.
- Research addresses, payment sources and charges, set up accounts and submit bills (either on paper or via electronic media or tape) to patients, Medi-Cal, Medicare, private insurance and all other appropriate payers.
- Trace, follow-up and resubmit returned or unpaid claims.
- Pick up correspondence and lock box receipts (facsimiles of payments) from SFGH Business Office daily.
- Submit monthly reports of billing and collection activities, accounts receivable and special reports requested by SFGH Administration.
- Generate and provide account data on bad debt transfers to the San Francisco Bureau of Delinquent Revenue once an account is determined uncollectible.

**Comments:**

1. Ms. Sharon Kennison of SFGH reports that SFGH issued a RFP for the ambulance billing and collection services. The RFP was issued to contractors listed as minority vendors with the Purchasing Department. In addition, advertisements were made in general circulation media, trade association publications and minority/women focussed media. Ms. Kennison reports that K&M Consulting of Sacramento and AIS were the only two firms to submit bids for the ambulance billing services. Ms. Kennison indicates that the screening committee consisted of two members of SFGH Administration Division, and two members of SFGH's Paramedics Division. The two proposals were evaluated on the following criteria by the selection committee:

	<u>No. Points</u>
- Scope of Work to be Provided	20
- Recent Relevant Experience	20
- Professional Background	15
- Quality of Past Projects	25
- Rate/Total Cost	<u>20</u>
Total Points	100

Ms. Kennison explains that the total score, including MBE, WBE, LBE preference points, for AIS was 103.68, and K&M Consulting's total score was 64.49. AIS is a City-certified MBE firm, but K&M Consulting is neither a MBE, WBE, or LBE firm. Ms. Kennison also explains that AIS's bid price for their fee was 8.75 percent of collections, and K&M Consulting's bid price was 9 percent of collections. Therefore, AIS was the lower bidder. K&M Consulting scored lower than AIS on all of the above-listed criteria.

2. As previously noted, the existing contract with AIS began in 1988. The previous contract provided the following contractor fees:

City pays AIS 16% of collections on accounts with service prior to 1/1/88.

City pays AIS 10% of collections on accounts with service dates after 1/1/88 - up to total gross collections of \$3,000,000 annually.

City pays AIS 8% of collections on accounts with services dates after 1/1/88 - for gross collections in excess of \$3,000,000 annually.

Since 1988, the following collections have been made by AIS for the Paramedics Division:

1/1/88-6/30/88	Total Gross Collections	\$1,564,305
	Total Fees paid by City to AIS	<u>(200,935)</u>
	Net Collections kept by City	\$1,363,370
7/1/88-6/30/89	Total Gross Collections	\$5,060,184
	Total Fees paid by City to AIS	<u>(469,747)</u>
	Net Collections kept by City	\$4,590,437
7/1/89-6/30/90	Total Gross Collections	\$6,308,268
	Total Fees paid by City to AIS	<u>(584,661)</u>
	Net Collections kept by City	\$5,723,607

7/1/90-6/30/91	Total Gross Collections	\$7,397,061
	Total Fees paid by City to AIS	<u>(675,990)</u>
	Net Collections kept by City	\$6,721,071

3. The old accounts receivables with service dates prior to January 1, 1988 were exhausted in early 1989. Contractor has been paid only at the 10 percent and 8 percent rates since that time.

4. Ms. Kennison reports that the collection target which SFGH has set for FY 1991-92 is approximately \$8.2 million in Total Gross Collections. Assuming that 8.75 percent, \$717,500 of the Total Gross Collections would be paid by the City to the contractor, SFGH is anticipating a Net Collection of approximately \$7.5 million for FY 1991-92.

5. According to Ms. Kennison, prior to the contract, SFGH Billing Office manually prepared billing statements for ambulance services. Ms. Kennison reports that SFGH was receiving approximately \$1.5 million per year prior to the contract. As reflected above, SFGH collected in excess of \$1.3 million in the first six months of the contract with AIS, and received approximately \$3.66 million for the first year of the contract with AIS. Ms. Kennison also reports that under the current contract with AIS, in addition to collection services, AIS provides SFGH Administration with management reports of service calls by Zip codes and service calls by disease diagnoses. Ms. Kennison indicates that such reports could not have been generated under the prior manual collection process.

6. The Health Commission approved the proposed contract on June 17, 1991.

**Recommendation:** Approve the proposed resolution.



Item 1b - File 30-91-16

- Department:** Department of Public Health (DPH)  
San Francisco General Hospital (SFGH)
- Item:** Resolution approving a contract between the City and County of San Francisco and Health Management Systems, Inc. for retroactive claims reprocessing services.
- Contract Amount:** City would pay the Contractor for 17.5 percent of collections on inpatient accounts, and 25 percent on outpatient or ambulatory accounts.
- Term of Contract:** One Year after the effective date. The effective date of the proposed contract is pending authorization from the Board of Supervisors.
- Description:** Section 3.502 of the San Francisco Charter was amended in November, 1988 to require that contracts with anticipated revenues in excess of \$1 million be subject to approval by the Board of Supervisors. SFGH has been contracting with Health Management Systems, Inc. (HMS) since 1986 for the provision of Retroactive Claims Reprocessing services (RCR) but the proposed contract has not previously been subject to approval by the Board of Supervisors since Section 3.502 of the San Francisco Charter was amended in November, 1988.

The claims which would be processed under the proposed contract include "Patient Pay" and "Medically Indigent Adult (MIA)." These claims are assigned to these financial class categories because the patient has not reported any third party coverage of costs (e.g. insurance). Under the proposed contract, HMS would extract financial classes covering Patient Pay, Medically Indigent Adults, Sliding Scale or determination of whether any accounts are eligible for partial Medi-Cal or Medicare coverage, and Medi-Cal denied and/or pending and not paid. HMS's database of eligibility information would be queried, and any accounts which are eligible for either full or partial Medi-Cal or Medicare coverage would be submitted electronically to Medi-Cal and Medicare for payment.

The DPH reports that because of the volume of accounts in which no third party coverage is reported, SFGH staff cannot manually query Medi-Cal and Medicare database systems in order to determine whether there is some type of coverage available which has not been reported by the patient. If the DPH did not have the proposed contract with HMS, these accounts would remain uncollected, or be identified to the State as MIA claims. Ms. Sharon Kennison of the SFGH

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

reports that based on previous State allocations to the City, approximately 50 percent of the total MIA claims which the City identifies are reimbursed by the State.

**Comments:**

1. Ms. Kennison reports that SFGH issued a Notice of Intent (NOI) in May, 1991 for the RCR services. The NOI was issued to contractors listed as minority vendors with the Purchasing Department. In addition, advertisements were made in general circulation media, trade association publications and minority/women focussed media. Ms. Kennison explains that only one firm, HMS, responded to the NOI. Ms. Kennison also explains that extensive database capabilities are required for determination of Medi-Cal and Medicare eligibility information, and it is likely that only HMS had these computer capabilities. HMS is not an MBE, WBE or LBE firm.

2. Ms. Kennison indicates under the current contract with HMS which began in 1986, the following collections have been made for the City:

	<u>Outpatient Gross Collections</u>	<u>HMS Fee 25%</u>	<u>Inpatient Gross Collections</u>	<u>HMS Fee 17.50%</u>	<u>Net to SFGH</u>
FY 86-87	\$826,776	\$206,694	\$0	\$0	\$620,082
FY 87-88	673,593	168,398	0	0	505,195
FY 88-89	2,378,962	594,740	0	0	1,784,222
FY 89-90	2,005,171	501,293	58,000	10,150	1,551,728
FY 90-91	<u>2,859,153</u>	<u>714,788</u>	<u>161,000</u>	<u>28,175</u>	<u>2,277,190</u>
Totals	\$8,743,655	\$2,185,913	\$219,000	\$38,325	\$6,738,417
Total Gross Collections			\$8,962,655		
Less Fees			(2,224,238)		
Net to SFGH			\$6,738,417		

As reflected above, SFGH did not receive any Inpatient Gross Collections during the first three years of HMS' contract. Ms. Kennison explains that the contract was modified during FY 1989-90 to include Inpatient Gross Collections, after HMS examined SFGH's inpatient collection services and decided that inpatient collections could be included within the existing database system.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
July 31, 1991

3. The Health Commission approved the proposed contract on June 17, 1991.

**Recommendation:** Approve the proposed resolution.



Item 1c - File 38-91-7

**Department:** Police Department

**Item:** Resolution authorizing the acceptance of a gift for use by the Police Department.

**Description:** The proposed resolution would authorize the acceptance of a 1984 Ford Club Wagon, donated by Ms. Caroline McCall, valued between \$5,000 and \$7,000 for use by the Police Department's Senior Escort Program. The Senior Escort Program provides door-to-door transportation service to shopping and recreational activities for seniors in San Francisco in the following high-crime neighborhoods: Western Addition, Chinatown-North Beach, Mission, Tenderloin, South of Market and Potrero Hill.

**Comments:** 1. Ms. Rochelle Frazier, Director of the Senior Escort Program reports that there are currently six vans in operation for the Senior Escort Program. Ms. Frazier explains that pending authorization from the Board of Supervisors to accept the proposed additional van, one van would be put out of service because of its poor operating condition. Therefore, a total of six vans would remain in operation for the Senior Escort Program.

2. Ms. Frazier indicates the Police Department has requested a total of \$21,000 in the Department's FY 1991-92 budget for fuel and maintenance expense for the Senior Escort Program. Ms. Frazier anticipates that this requested amount would cover the fuel and maintenance expense for the six vans. The fuel and maintenance expense for the Senior Escort Program is funded through the General Fund.

3. Ms. Caroline McCall, former Legislative Policy Analyst for the Board of Supervisors, donated the vehicle to the Senior Escort Program in the name of Edward Joseph Wiest III, with no restrictions on its use, provided that its use falls within the purview of the Senior Escort Program.

**Recommendation:** Approve the proposed resolution.





Item 1d - File 38-91-8

**Department:** Police Department

**Item:** Resolution authorizing the San Francisco Police Department to accept the gift of furniture from Pacific Bell

**Amount:** \$75,000

**Source of Gift:** Pacific Bell

**Description:** The Police Administrative Office and the Tenderloin Task Force are currently in the process of relocating to the Hibernia Bank Building at 1 Jones Street. Pacific Bell has offered a gift of furniture, valued at \$75,000, for use at 1 Jones Street. According to Officer Sherman Ackerson of the Police Department, the proposed gift consists of 436 pieces of furniture, including desks, bookshelves, ergonomically sound chairs, credenzas, tables, file cabinets, and two refrigerators. Lieutenant Manuel Barretta of the Police Commission reports that the Police Commission approved a resolution (Number 122-91) approving the acceptance of the proposed gift.

**Comments:**

1. According to Captain Ribera, the City authorized the move to 1 Jones Street because of the necessity of a permanent police presence in the Tenderloin. However, although a lease with an option to buy was included in the FY 1991-92 budget for 1 Jones Street, no additional costs, such as furniture, equipment, or janitorial services, were included in the budget. The provisional estimate for operating costs at 1 Jones Street is \$215,000.

Captain Ribera reports that the Police Department stated its intention to return to the Board of Supervisors with a request for a Supplemental Appropriation when the costs associated with 1 Jones Street were known. The acceptance of the proposed gift could lower the Supplemental Appropriation request by \$50,000 to \$100,000, Captain Ribera advises.

2. Captain Ribera advises that the proposed gift would provide enough furniture for the approximately 60 staff people who will be occupying 1 Jones Street without purchasing additional furniture. Without the proposed gift, Captain Ribera reports, the Police Department would need to purchase furniture comparable to the donated furniture.
3. Officer Ackerson reports that the 40 staff who have already moved to 1 Jones Street are currently using the proposed donation. Therefore, the proposed resolution should be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

amended to authorize the Police Department to accept the gift retroactively.

4. The proposed resolution states that the Police Commission hereby approves acceptance of a gift of furniture. However, the Police Commission has already approved acceptance of the gift of furniture. Therefore, the fifth paragraph of the proposed resolution should be amended from "Resolved, that the Police Commission hereby approves the acceptance of a gift of furniture" to "Whereas, the Police Commission has approved the acceptance of a gift of furniture."

**Recommendation:** Amend the proposed resolution to authorize the Police Department to accept the gift retroactively. Amend the proposed resolution to read "Whereas, the Police Commission has approved the acceptance of a gift of furniture." Approve the proposed resolution as amended.

Memo to Finance Committee  
July 31, 1991

Item 1e - File 64-91-22

**Department:** Department of Parking and Traffic

**Item:** Resolution authorizing the extension of an existing lease of real property

**Location:** 25 Van Ness Avenue, Suites 410, 880, and 888

**Purpose of Lease:** Office space

**Lessor:** Bay West Landmark Investors

**No. of Sq. Ft. and Cost per Month:** The three suites total 4,170 square feet @ \$1.54 per square foot per month or approximately \$6,422 per month.

**Annual Cost:** \$77,064

**% Increase Over 1990-91:** Five percent

**Utilities and Janitor Services Provided by Lessor:** Yes

**Term of Lease:** July 1, 1991 through June 30, 1992

**Right of Renewal:** Yes

**Source of Funds:** Off-Street Parking Fund

**Description:** The proposed resolution would authorize the extension of a lease of three suites for the Department of Parking and Traffic located at 25 Van Ness Avenue.

**Comment:** Mr. Lloyd Gardner of the Real Estate Department reports that the proposed lease cost represents the fair market value.

**Recommendation:** Approve the proposed resolution.



Item 1f - File 94-91-5

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the Public Utilities Commission to apply for, accept, and expend \$1,751,800 of Federal Capital Assistance including the required local contribution from the Clean Air and Transportation Improvement Act of 1990 Funds, and/or State Transit Assistance Funds, and/or AB 664 Bridge Toll Revenues, and/or Regional Measure One Bridge Toll Revenues, and/or San Francisco Municipal Railway Improvement Corporation Funds, and/or Transportation Sales Tax Revenues to provide financing for the design and rehabilitation of the Municipal Railway's Fixed-Facilities.

**Source of Funds:** Federal Urban Mass Transit Administration (UMTA), Federal Aid Urban (FAU) Program, and various local funding sources including Metropolitan Transportation Commission administered Bridge Toll Revenues, State Transit Assistance, San Francisco Municipal Railway Improvement Corporation funds, or County Transportation Sales Tax proceeds.

<b>Amount:</b>	\$1,489,000	Federal UMTA, FAU Program funds
	<u>262,800</u>	Various State and local funding sources (local match)
	\$1,751,800	Total

**Description:** The PUC proposes to apply for, accept and expend a total of \$1,751,800 in State and Federal grant funds, which would be used for rehabilitation of MUNI's existing fixed-facilities.

According to Ms. Gail Bloom of the PUC's Finance Bureau, the PUC has identified two existing projects that would receive this proposed grant funding, the rehabilitation of the Eureka entrance to the Twin Peaks tunnel, and the modification of various existing MUNI facilities to accommodate disability access requirements. Ms. Bloom has provided the following budget of the proposed uses of the grant funds:

Design	\$75,000
PUC Project Management	40,000
Procurement and Construction	1,251,800
Construction contingency	245,000
Professional Services	100,000
Project Administration (Overhead)	<u>40,000</u>

Total grant project costs \$1,751,800

Of the total proposed grant amount of \$1,751,800, the PUC proposes to allocate \$100,000 to study the feasibility and alternatives for modifying existing MUNI facilities to accommodate disability access requirements.

The PUC also advises that the amount for construction contingency, which has been calculated at 19.5 percent of estimated construction costs, is higher than normal because of uncertainties over the type and difficulty of the construction.

**Indirect Costs:**

The PUC has included an amount of \$40,000 in the grant request to cover Department and City-wide overhead costs.

**Comments:**

1. Although approximately \$1,351,800 would be allocated for construction and professional services, the precise amount may vary depending on the amount needed for in-house design and engineering. Ms. Bloom states that MUNI is uncertain as to the specific amount of construction work that may need to be done, and the amount of \$1,351,800 currently represents a preliminary estimate of the grant funds that would be allocated to construction and professional services.

2. Ms. Bloom reports that CALTRANS has advised the PUC that the UMTA FAU Grant Program may be discontinued during the next fiscal year, and to receive UMTA FAU Grant funds, CALTRANS must receive grant applications from local agencies before the end of the Federal fiscal year, which is September 30, 1991, in order to place a reserve on any remaining funds allocated to the State. As such, the PUC is attempting to apply for the UMTA, FAU Program funding before the end of the Federal fiscal year. Ms. Bloom further reports that the PUC expects to receive the grant funds in January or February of 1992. Since the funds would not be received for another six months, and because of the uncertainty in how the grant funds would be allocated between design and construction, the proposed resolution should be amended to reserve the Federal UMTA FAU Grant Program Funds, until the PUC is able to provide more specific details on the amount of grant funds allocated to

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



design and construction, and the details of the construction contracts.

3. Ms. Bloom advises that the PUC did not submit a Summary of Grant Request form because of the multiple funding sources to which the PUC must apply for grant funds for one project. According to Ms. Caroline McCall, former Legislative Policy Analyst, the PUC had agreed to provide a summary of the proposed grant funding sources and corresponding grant requests allocated to the various MUNI capital improvement projects in one resolution, which would authorize the PUC to apply to all of the grant funding sources during FY 1991-92. However, this proposed resolution would only apply to the Federal UMTA, FAU Program funds and associated local funding sources.

**Recommendation:** Amend the proposed resolution to reserve the grant funds totalling \$1,751,800, pending the provision of a detailed budget allocating the proposed grant funds to design and construction costs, and the provision of the contractual details. Approve the proposed resolution as amended.



Item 1g - File 132-91-7

**Department:** Art Commission

**Item:** Resolution authorizing the San Francisco Art Commission to apply for, accept and expend retroactively a grant to provide operational support for the Art Commission's State-Local Partnership Program; to support the logistical and clerical tasks required to complete the arts policy plan for the City; to support artists honoraria and exhibition programs of the Art Commission Gallery; and to support ArtHouse, an information and referral program for artists seeking live-work space; and further authorizing indirect costs to be waived.

**Grant Amount:** \$54,270

**Grant Period:** July 2, 1990 through December 31, 1991

**Source of Funds:** California Arts Council (CAC)

**Project:** The State-Local Partnership Program, ArtHouse, and the Art Commission Gallery

**Description:** The California Arts Council and the California State Legislature have established a State-Local Partnership Program designed to encourage local cultural planning and decision-making and to reach previously underserved constituents. The Program partially funds the administrative costs associated with the completion of the City's Arts Policy Plan, which amends the City's Master Plan to include an arts element. The State-Local Partnership Program also partially supports the Art Commission Gallery, a civic owned gallery showing the work of local artists, by funding exhibition programs and honoraria to local artists. Finally, the Program supports ArtHouse. ArtHouse, which is co-sponsored by the California Lawyers for the Arts, assists local artists to find live/work and studio space by publishing a manual and providing a hot-line listing available space, and by sponsoring workshops for artists regarding buying and owning live/work space in San Francisco.

**Program Budget:**

	<u>FTE</u>	<u>CAC Grant</u>	<u>County Match</u>
<u>Personnel</u>			
ArtHouse Manager	.5	\$15,000	\$15,000
Program Assistant	.5	15,770	8,270
State-Local Program Director	<u>.5</u>	12,500	12,500
	1.5		
<u>Art Commission Gallery</u>			
Honoraria		3,500	3,500
Installation Technician		2,500	2,500
Graphic Design		2,000	2,000
<u>Operating Expenses</u>			
Materials and Supplies		3,000	3,000
Rent		0	5,832
Printing/Duplication		<u>0</u>	<u>1,668</u>
Totals		\$54,270	\$54,270

**Indirect Costs:** None

**Required Match:** \$54,270

**Comments:**

1. Ms. Margie O'Driscoll, Acting Director of the Art Commission, reports that the Art Commission applied for, accepted and expended most of the proposed grant in 1990-91. Of the \$54,220 total CAC grant, less than \$10,000 remains unexpended. Therefore, the proposed resolution authorizes the Art Department to apply for, accept and expend the proposed grant retroactively.

2. Of the \$54,270 required match, \$5,000 has been donated by the California Lawyers for the Arts, \$7,000 has been donated by private foundations and corporations, and \$10,000 has been earned through ArtHouse activities such as fees to landlords who list spaces with the hot-line. The General Fund provided \$5,832 in rental costs, in the 1990-91 budget. The remaining \$26,438, comes from the Public Arts Fund, which is comprised of revenue from the annual POPS concert.

3. The Friends of the San Francisco Art Commission, a nonprofit corporation, administered the proposed grant for the Art Commission until March of 1991. According to Miss O'Driscoll, the Friends of the Art Commission Board of Directors is in the process of dissolving the corporation and has ceased to act as fiscal agent for the Art Commission. At the request of the Board of Supervisors, the Art Commission itself has been administering this grant since March of 1991 instead of using a new fiscal sponsor.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Ms. O'Driscoll reports that indirect costs are not included in the proposed grant because the unexpended fund balance is under \$10,000, and payment of indirect costs from the remaining funds would cause undue hardship for the program for the remaining grant period.

**Recommendation:** Approve the proposed resolution. However, waiver of indirect costs is a policy matter for the Board of Supervisors.





Item 1h - File 146-91-60

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to accept and expend an augmentation Federal grant, which includes indirect costs of \$2,320, based on 20 percent of personnel costs and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of services.

**Grant Amount:** \$17,052

**Source of Grant:** Centers for Disease Control

**Grant Period:** January 1, 1991 to December 31, 1991

**Project:** Sexually Transmitted Disease (STD) Control Program

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend a Sexually Transmitted Disease Control Program grant in the amount of \$1,383,101 (File 146-90-78). The Federal grantor subsequently reduced this grant award amount to \$1,103,700. These grant funds are used for the surveillance and control of sexually transmitted diseases among individuals between the ages of 15-45, who are at the highest risk of developing adverse reproduction consequences as a result of contracting a sexually transmitted disease. The STD Control Program provides diagnostic treatment and epidemiological services for a variety of sexually transmitted diseases including penicillin resistant Gonorrhea, Chlamydia, AIDS, and infectious Syphilis. The proposed augmentation grant, in the amount of \$17,052, would be used to fund a Health Worker IV position to provide counseling, referrals and transport services (to the San Francisco City Clinic or a community clinic) to clients in need of evaluations and treatment for infectious Syphilis and/or HIV.

**No. of Persons  
to be Served:** Approximately 625 patient visits.

<b>Grant Budget:</b>	<u>Personnel</u>	
	Health Worker IV (.50 FTE)	\$11,600
	Fringe Benefits	<u>3,132</u>
	Subtotal	\$14,732
	<u>Indirect Costs</u>	<u>2,320</u>
	Total	\$17,052

BOARD OF SUPERVISORS  
BUDGET ANALYST

**Comments:**

1. Mr. Carlos Rendon of the DPH reports that although the grant period is from January 1, 1991 to December 31, 1991, no expenditures have been incurred against this augmentation grant. Dr. Gail Bolan of the DPH reports that the Health Worker IV, which the proposed grant would fund, has not yet been hired. Dr. Bolan indicates that DPH will initiate hiring procedures pending authorization from the Board of Supervisors.
2. The proposed augmentation grant of \$17,052 and the existing grant of \$1,103,700 totals \$1,120,752 for the Sexually Transmitted Disease Control Program. This total of \$1,120,752 represents an increase of \$5,188 or .5 percent more than the \$1,115,564 received in 1990.
3. The indirect costs of \$2,320 represents 20 percent of personnel costs, excluding fringe benefits.
4. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendation:** Approve the proposed resolution.

Item No.                      Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Centers for Disease Control  
 Contact Person Linda Long  
 Address 255 East Paces Ferry Rd. N.E.  
Atlanta, Ga. 30305

Division CPHS/Communicable Disease  
 Section STD Control  
 Contact Person Wendy Wolf  
 Telephone 864-8100

Amount Requested \$                       
 Term: From 1/1/91 To 12/31/91

Application Deadline N/A  
 Notification Expected N/A

Health Commission                      Board of Supervisors: Finance Committee                       
 Full Board                     

I. Item Description: Request to ~~(XXXXXX)~~ (accept and expend) a ~~(new)~~ (renewal) ~~(augmentation)~~ (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 17,052 from the period of 1/1/91 to 12/31/91  
 to provide STD Control                      services.

II. Summary: (Concise history, need addressed; number + groups served; services and providers)

An augmentation to grant funds to provide for the surveillance, investigation and treatment of a variety of sexually transmitted diseases (STD) with an emphasis on infectious syphilis and HIV to participants of an HIV and Crack Study.

III. Outcomes/Objectives:

To reduce the overall incidence of STD in high risk populations

To decrease the spread of STD and their complications in high risk populations

IV. Effects of Reduction or Termination of These Funds:

San Francisco has some of the highest STD rates in the nation. In 1991, an HIV and Crack Study was funded in San Francisco, and rates of infectious syphilis were very high. Without this funding, study participants infected with syphilis may not receive prompt treatment and evaluation, putting more San Francisco residents at risk of STD/HIV.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Current	Augmentation		
Grant Amount	\$1,001,233	\$1,115,564	\$1,103,700	\$17,052		
Personnel	558,916	777,111	810,815	14,732		
Equipment	40,475	3,000	300			
Contract Svc.	44,150	52,212	25,000			
Mat. & Supp.	82,118	156,174	160,785			
Facilities/Space	0	0	0			
Other	188,920	95,080	106,800			
Indirect Costs	86,654	31,987*	*	2,320		
		*78,200 waived	*119,800 waived			

VI. Data Processing

(omit included above)

VII. Personnel

F/T CSC	11	17	18	+1	
P/T CSC	1	2	3	+1	
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid                      Sole Source X (if sole source, attach Request for Exemption Form)



Item 2 - File 97-91-43

**Item:** The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code by adding Section 6.36-A, "Prevailing Wages for Construction Work on Leased Property," extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant.

Construction projects would be defined by Section 7.204 of the San Francisco Charter as any "public work or improvement" and also include any construction work done under private contract when all of the following conditions exist:

(A) The construction contract is between private persons.

(B) The property subject to the construction contract is privately owned, but upon completion of the construction work, more than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County for its use.

(C) Either of the following conditions exist:

(1) The lease agreement between the lessor and the City and County of San Francisco, as lessee, is entered into prior to the construction contract.

(2) The construction work is performed according to the plans, specification, or criteria furnished by the City and County of San Francisco, and the lease agreement between the lessor and the City and County of San Francisco as lessee, is entered into during, or upon completion, of the construction work.

(D) The work to be performed under the private contract at prevailing wages adjusted for inflation is more than an "incidental amount of construction work." The amount which would be considered an "incidental amount of construction work" would be decided upon by the Board of Supervisors. The City Attorney's Office reports that the intent is to apply the proposed ordinance to larger scale construction projects, and not require that prevailing wages be paid on routine repairs which may arise throughout the term of the lease. Mr. Harry Quinn of the Real Estate Department recommends that construction projects that are in excess of between \$100,000 and \$150,000 should be considered greater than an "incidental amount of construction."



San Francisco Charter Section 7.204 provides that every "Contract for [a] public work or improvement...to be done directly under the contract awarded, or indirectly by or under subcontract...or any other arrangement whatsoever must provide that any person performing labor shall be paid not less than the highest general prevailing rate of wages." The proposed ordinance is intended to clarify the circumstances regarding whether construction projects on property leased by the City and County would qualify as a "public work or improvement" as defined by San Francisco Charter Section 7.204.

The proposed ordinance would only be applicable to leases executed and approved after July 1, 1991.

**Comments:**

1. Based upon the results of the 1990-91 Bay Area Salary Survey Committee's report to the Civil Service Commission, prevailing wages for construction trades such as operating engineers, carpenters, electricians, painters, plumbers, truck drivers and general laborers range from 50 percent higher than non-prevailing wages for plumbers to four percent higher for truck drivers. For all of these above listed construction positions, prevailing wages are on average approximately 28 percent higher than non-prevailing wages.

2. Mr. Quinn reports that landlords would generally pass on the actual cost of renovation work to the City. Mr. Quinn indicates that the amount of square feet which the City leases, and construction costs would also affect the rental rate charged to the City. For example, Mr. Quinn reports that tenant improvements for the Superior Court lease at 525 Polk Street cost the City \$900,000 or an additional \$102 per square foot for 8,800 square feet. Mr. Quinn also reports that tenant improvements for the Human Rights Commission lease at 1170 Market Street cost the City \$120,000 or an additional \$18 per square foot for 6,500 square feet. If these tenant improvement costs increase by 28 percent on average if prevailing wages were charged, the Superior Court lease would cost the City an additional \$252,000 or an additional \$29 per square foot and the Human Rights Commission lease would cost the City an additional \$33,600 or an additional \$5 per square foot.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Item 3 - File 7-91-7

**Note:** This item was continued by the Finance Committee at its special meeting of July 17, 1991.

1. This item is a hearing to consider Municipal Railway's purchase of an Advanced Train Control System.

2. On January 3, 1991, the San Francisco Municipal Railway (MUNI) issued an Invitation for Bids for the procurement and installation of an Advanced Train Control System (ATCS) to upgrade MUNI's existing light rail vehicle conventional signaling system (manual system) to a fully automatic operation. Such a system would control train movement, enforce train safety and direct train operation automatically. In response to the Invitation for Bids, the MUNI received three bid proposals, on July 8, 1991, from AEG Westinghouse, Alcatel Canada and Union Switch and Signal, Inc. Mr. Tom Sullivan of the MUNI reports that, as of the writing of this report, the Department is in the process of reviewing these three proposals to determine if these companies meet the minimum pre-qualification criteria. Mr. Sullivan advises that if one or more of these companies meets the pre-qualification criteria, a contract would be awarded in 30-60 days.

3. Union Switch and Signal Inc., a provider of train control systems, has submitted a letter of protest to the MUNI in accordance with the Public Utilities Commission's Project Operations Procedure for Resolution of Protest During Bidding and Award. Union Switch and Signal Inc., submitted its letter of protest on the basis that its efforts to submit a qualified bid to MUNI, for its automatic train control system, have been hampered based on the exclusionary nature of MUNI's bid specifications, which limit the competitiveness of the bid (see Attachment I). MUNI has submitted a formal response to Union Switch and Signal Inc., which includes a rebuttal to the charges by Union Switch and Signal Inc., that the bid specifications are exclusionary and recommends that the Public Utilities Commission (PUC) deny the company's bid protest (see Attachment II).

4. MUNI's estimated cost of the ATCS is approximately \$25.28 million. The \$25.28 million includes \$13.5 million in Federal funds from the Urban Mass Transit Administration, \$5.19 million in State Transit Funds and \$6.59 million in City funds (Transit Impact Development Fees). Mr. Robert Mitroff of the PUC reports that of the \$6.59 million for the City's share, \$3.65 million was previously appropriated in the MUNI budget in 1989 and 1991, and the remaining \$2.94 million is included in MUNI's 1991-92 budget. The preliminary detailed budget for the expenditure of the \$25.28 million, as provided by the PUC, is as follows:

Utilities Engineering Bureau Contract (ATCS Training and Education Expenses)	\$5,000
Proj. Management	474,000
Engineering Services	775,000
Construction Inspection	128,000
Work Order (Department of Public Works)	50,000
Muni Start-Up Testing	800,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

In-Plant Inspection	30,000
Rent (Office space for Muni's Fleet Engineering and Signal System Section staff)	370,000*
Consultant Services (Design, Procurement, Safety)	1,280,000
Contracts:	
Construction (Modifications to Existing Metro Subway and Light Rail Vehicles)	18,000,000
Materials (Documentation & Office Supplies)	250,000
Equipment (Testing and Documentation)	50,000
Sales Taxes @ 8.25%	619,000
Contingency @ 10.7%	<u>2,449,000</u>
Total	\$25,280,000

\*The Board of Supervisors previously authorized (File 64-90-37) the PUC to lease space at 1145 Market Street to provide for a centralized location for MUNI staff responsible for managing the ATCS and the purchase of light rail vehicles.

5. Mr. Sullivan reports that MUNI currently has 21 Electronic Technicians that expend approximately 60 to 80 percent of their time on the maintenance of the existing manual system at a total cost of approximately \$743,400 to \$991,200 annually. Mr. Sullivan advises that the level of maintenance costs under ATCS has not, as yet, been determined by the Department. According to Mr. Sullivan, the cost to maintain the ATCS would be contingent upon the particular system installed by the selected contractor. The Budget Analyst recommends that when the ATCS contract comes before the Board of Supervisors for approval, MUNI should provide the Finance Committee with a report on the number of maintenance positions and other costs that could be reduced as a result of the selected ATCS or specific reasons as to why no such reductions can be made.

6. Mr. Sullivan advises that it is anticipated that the ATCS would, over a period of approximately five years, operate with five fewer light rail vehicles than the current manual system would require, which would result in a reduction of future capital expenditures of approximately \$2 million per vehicle or a total of \$10 million. A reduction of five vehicles would result in MUNI hiring ten less train operators, for a reduction of future personnel expenditures of approximately \$560,000 annually, based on current year costs.

7. MUNI reports that under the existing manual system, the MUNI Metro Subway operates at 32.9 percent capacity or 23 trains per hour. The trains have one or more cars (light rail vehicles) depending on the time of day. MUNI advises that the ATCS is projected to increase MUNI's train capacity from 23 trains per hour to approximately 40 trains per hour or a total increase in the subway system capacity from 32.9 percent to 57.2 percent.

May 21, 1991

Mr. T. J. Sullivan  
Project Manager  
San Francisco Municipal Railway  
949 Presidio Avenue  
San Francisco, Ca 94115

RE: Contract MR-1034  
Advanced Train Control System

Dear Mr. Sullivan:

As you know, Union Switch & Signal is one of the oldest and most respected train signaling companies in the United States. We provide a wide variety of control systems to municipalities and private organizations throughout the country; our expertise is unquestionable. As such, we have been proposing to submit a bid to MUNI for its automatic train control system.

The fact is, however, your bid specifications are at their essence technology-oriented rather than performance-oriented. As such, they eliminate all major domestically-based signal suppliers from responding, limiting the competitiveness of the bid and the number of creative solutions MUNI can have to choose from.

We have brought the exclusionary nature of the specifications to MUNI's attention in several letters. Still, changes thus far proposed to the specifications do not address the salient issues, and make it nearly impossible for the experienced, leading domestic companies to present their solutions to MUNI's need for increased efficiency and safety.

As a result, we are submitting this letter in accordance with the Public Utilities Commission Project Operations Procedure for Resolution of Protest During Bidding and Award. This letter constitutes formal notice of protest with respect to the process, which has resulted in the issuance of exclusionary, non-competitive specifications that are based on proprietary technology, and with respect to any award of contract on the basis of such specifications.

Clearly, the public interest can best be served when needed goods and services are obtained through vigorous open and free competition. This principle has been

UNION SWITCH &amp; SIGNAL

Union Switch &amp; Signal Inc.

5800 Corporate Drive Pittsburgh, PA 15237  
Tele (412) 366-2400 or 1 (800) 351-520 Fax (412) 369-2399 Tlx 086-6448

GRUPPO IRI FINMECCANICA

Mr. T. J. Sullivan  
- 2 -  
May 21, 1991

long recognized and incorporated into various public procurement laws and regulations at the local, state and federal levels. For example, UMTA's External Operating Manual contains the following admonition: "All procurement transactions...shall be conducted in a manner so as to provide maximum open and free competition." It further states that "requests for proposals shall be based upon a clear and accurate description of the technical requirements" and that "such description shall not contain features which unduly restrict competition."

Contract MR-1034 would violate this fundamental principle by failing to promote "maximum open and free competition" and by requiring system features which, because they are based on proprietary technology, would "unduly restrict competition," as follows:

1. The Specification sets forth 19 pre-qualification requirements. In order to meet four of these requirements it is necessary to have had a particular technical feature in revenue service for a minimum of two years. Because the technological feature so specified is clearly state-of-the-art, we know of only one or possibly two transit systems worldwide where such features have been in operation for two years or more. Accordingly, although there are many possible suppliers with the capability of furnishing the desired system performance, US&S believes that there are at most two companies in the world that can comply with all of these pre-qualification requirements today.
2. Pre-qualification requirement number 1 is specifically designed to exclude US&S. On January 26, 1990, US&S disclosed to MUNI and its consultant, Booz Allen & Hamilton, an advanced train control system that would provide most of the features described in the specifications and which would do so by combining highly reliable, service proven equipment (well in excess of 2 years) in a unique and creative manner (and at considerably less expense). Clearly, the language used in pre-qualification requirement number 1 is intended to prevent the use of this economical approach (or a version of it).
3. The specification sets forth certain mandatory requirements which must be met if a bidder is to be considered responsive. Several of these requirements are inconsistent with the primary objectives of the ATCS



Mr. T. J. Sullivan

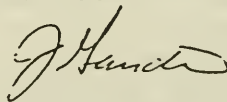
- 3 -

May 21, 1991

project (as stated in Section 1.4 of the Technical Specifications) and appear to be intended solely as a means of excluding a large portion of the train control industry from participating in this procurement. For example, one of the mandatory requirements is automatic coupling/uncoupling. Although this feature can be furnished by most train control system suppliers, most recommend against implementing the feature for safety reasons.

The attached documents outline the basic problems that are believed by US&S to render the Specifications for this Contract seriously defective, as well as the recommended specification adjustments that would permit open and free competition. US&S would like to have the opportunity to present more detailed information for your consideration and, to this end, would encourage the holding of a public hearing so that all interested parties may have an opportunity to participate. We firmly believe that upon careful review it will become obvious that the subject specifications, although appearing to be objective and performance-oriented, will effectively restrict competition to an unacceptable degree for no valid reason whatsoever.

Very truly yours,



Jeffrey L. Gaudio  
Vice President Marketing Operations

JLG:mm

Attachments

cc: Ms. Sherri Chiesa, President, PUC  
Ms. Michelle Witt, Director of Finance, PUC  
Mr. Jim Gonzalez, Supervisor, City of San Francisco  
Mr. Doug Wright, Deputy Mayor, City of San Francisco

## EXCLUSIONARY SPECIFICATIONS

The Contract Documents for the Procurement and Installation of Advanced Train Control System, provided by the San Francisco Municipal Railway and dated January 1991, have incorporated into them several directives that preclude an even-playing-field examination of competitive technologies or systems. The fundamental problem herein is that the manner in which these items are written incorporate a particular system and technology, and by doing so, obviate others. Here is a partial listing of examples:

<u>Page</u>	<u>Comments/Solutions</u>
II-12	Currently required: "The Bidder shall provide tested ATCS equipment, with the automatic turnback feature demonstrated in at least one existing installation ... for a period of at least two years of revenue service." This requirement excludes all but one vendor. <b>Solution: ATCS functions should consist of similar devices demonstrated in other installations.</b>
II-13	Currently required: "A video tape ... concurrently showing ... a revenue service train arriving at a terminus station, passengers disembarking, the train proceeding to a turnback area with no operating personnel involvement, the train reversing direction with no operating personnel involvement, the train returning to its departure platform with no operating personnel involvement, train accepting passengers, train departing in the reverse direction." This requirement excludes all but one vendor. <b>Solution: eliminate this requirement or make it an option.</b>
II-14	Currently required: "A video tape ... concurrently showing the following: 1. Front cab area ... of a revenue service train in regular operation, operating from terminus station to the opposite terminus, without operating personnel present." This requirement excludes all but one vendor. <b>Solution: eliminate this requirement or make it an option.</b>
II-14	Currently required: "The bidder shall provide tested ATCS equipment, with automatic train operation without driver involvement demonstrated in at least one existing installation ... for a period of at least two years of revenue service." This requirement excludes all but one vendor. <b>Solution: to rephrase as follows: "The bidder shall provide tested ATCS-type equipment, with automatic train operation <u>with or</u> without driver involvement demonstrated in at least one existing installation [without two-year revenue-service requirement]."</b>



<u>Page</u>	<u>Comments/Solutions</u>
VI-7	Wayside ATCS equipment. The specification requires vendors to provide all data communications equipment for digital communications and control between vehicles and central control. With the moving block technology, this must be done. With fixed block technology, this is neither necessary nor desired. <b>Solution: allow alternative digital communications from central to wayside then to vehicle.</b>
VI-20	The term "train separation algorithm" implies that safe physical train separation is a software function and the only place that is the case is with moving block technology. This term appears many places in the specifications. With fixed block technology, safe physical train separation is carried out by track circuits rather than calculated distances at a central location. <b>Solution: specify that this algorithm is necessary only if moving block technology is offered.</b>
VI-21	Automatic coupling/uncoupling in revenue service. This is a moving block technology concept. There is a safety issue related to this that can be overcome by continuing the practice of driver involvement in coupling and uncoupling. <b>Solution: make automatic coupling/uncoupling optional.</b>
VI-44	Failure detection: "Any train operating in the automatic mode or the cab signal mode in a location undetermined by the ATCS must be detectable." This must exist in the moving block technology concept; it is not necessary with fixed block technology. <b>Solution: specify that this failure detection clause is necessary only if moving block technology is offered.</b>
VI-47	Central Control display - any emergency brake application. Again, this is required by the moving block technology concept but not with fixed block technology. <b>Solution: specify that this central control display is necessary if moving block technology is offered.</b>
VI-48	Central command alarm and display of "improper opposite direction movement for a train in automatic mode" and "door open condition while the train is moving." A concurrent alarm and reliance on central office to control the situations is required only for the moving block technology concept. With fixed block technology, the minute these situation occur, the system automatically will stop the train. <b>Solution: specify that this alarm is necessary only if moving block technology is offered.</b>

Page

Comments/Solutions

VI-54

Central can command operation of all trains into either automatic or cab signal mode at any time. This is a moving block technology concept. **Solution: whether this is accomplished by signal or voice should be optional.**

VI-64

Processor-based equipment for central, station and way-side ATP functions shall be configured in triple redundant configuration or dual-dual redundant for fault tolerance. This expensive requirement is necessary with a moving block technology concept. It is not required with fixed block technology. **Solution: triple-redundant technology should be optional.**

# RESPONSE TO US+S PROTEST



FLEET ENGINEERING • SAN FRANCISCO MUNICIPAL RAILWAY

1145 MARKET STREET, 4TH FLOOR, SUITE 402, SAN FRANCISCO, CA 94103  
(415) 554-3456 (INTERIM FAX 554-1837)

Attachment II  
Page 1 of 6

June 27, 1991

Jeffrey L. Gaudio  
Vice President Marketing Operations  
Union Switch & Signal Inc.  
5800 Corporate Drive  
Pittsburgh, PA 15237

Re: Bid Protest -- Municipal Railway Contract MR-1034

Dear Mr. Gaudio:

In accordance with Section 4.4 of the Public Utilities Commission Project Operations Procedure "Resolution of Protest During Bidding and Award Process" (Rev. 12/7/90) ("Protest Procedure") [see pp. D19-D19D of Volume 1 of the Contract Documents for the Procurement and Installation of Advanced Train Control System ("ATCS Specifications")], we are recommending that the Public Utilities Commission deny your bid protest, as set forth in your letter of May 21, 1991.

## PREQUALIFICATION REQUIREMENTS

You have alleged that the ATCS Specifications exclude domestic suppliers from bidding and tend to favor one ATCS manufacturer (Sel Canada) that has developed a transmission-based or "moving block" system. Muni has reasonable latitude in determining the type of signalling system that is best suited for the City's needs. Further, we may restrict the kind and quality of the system without infringing upon freedom of competition. We are not required to prepare specifications so that every manufacturer can bid competitively, nor may we shirk our obligation to provide a reasonable means to determine, in advance, which companies are qualified to bid on this job.

After many years of investigation and study, during which all prospective bidders were invited to propose methods to address Muni's particular system problems, Muni has determined that its performance, reliability and safety needs compel a fully automated system. The ATCS specifications impose 19 mandatory minimum pre-qualification requirements. First and foremost, the bidder must have built an integrated ATCS, which has performed in revenue service for at least two years. The two-year performance requirement is also imposed on other mandatory minimum features, such as automatic train operation, automatic turnback, and 18,000 passengers per hour per direction capacity. In order that we may have demonstrative evidence that the bidder has built a truly automated system, we have required the bidder to supply a videotape showing the train in operation.

Jeffrey L. Gaudio

2

June 27, 1991

Unlike other bid packages which have been recently advertised, we have purposely designed the ATCS Specifications to encourage international competition. Nowhere do the ATCS specifications stipulate that a particular type of system (e.g., transmission-based, fixed block) must be provided. <sup>1/</sup> On the contrary, the specifications allow for alternative systems (see, e.g., § 2.2.1, p. VI-28, providing requirements if track circuits are used for train detection, §§ 2.2.2, 2.2.3, pp. VI-29-30, specifying requirements in conformity with AAR guidelines).

You take issue with Muni's two-year proven service requirement. You imply that such a requirement serves the sole purpose of excluding all but two suppliers of signalling systems. On the contrary, Muni would do a disservice to the public if it failed to impose a requirement that any system offered be service-proven. Such requirements are standard in the industry, and are a reasonable means for determining the qualification of a bidder. It would be senseless for Muni to permit a subway system currently serving 140,000 passengers a day to be exploited for purposes of research and development.

You mention a system you have developed to meet Muni's high performance needs (first disclosed informally to Muni in January 1990) that combines, in a new way, components made by US&S and two other firms. You claim that this system could be provided to Muni at less expense than other systems. To our knowledge, such a system has never been installed or tested in revenue service.

Muni, like many other transit properties, has had considerable experience with fundamental failures of new and unproven equipment. Muni has learned that it is not sufficient merely to use proven components; the systems must be proven as well. The London Docklands experience is illustrative. In 1984, British transit officials selected a new rail system for their proposed London Docklands development, which was installed by mid-1987. Because of the cost, they chose an unproven system derived from components from other systems. Because of numerous failures and unforeseen expansion needs, to which the new system was unable to be adapted, the system is being torn out and replaced with a proven system.

Such experiences have convinced Muni that any increased capital costs resulting from implementation of a system in conformity with the ATCS specifications will be more than offset by future cost savings in performance, reliability and maintenance.

---

<sup>1/</sup> The Los Angeles Green Line specifications, on the other hand, have restricted the competition to "fixed block" systems.



Jeffrey L. Gaudio

3

June 27, 1991

### TECHNICAL SPECIFICATIONS

We now address the technical points raised on pages 2 and 3 of the attachment to your letter entitled "Exclusionary Specifications." Insofar as these comments refer to the requirements in the Technical Specifications other than the mandatory requirements of Section 1.5, you, like any prospective bidder, had an opportunity through March 29, 1991 to request changes to these requirements through the "Approved Equivalents Process" described on page II-7 of the Invitation for Bids. You submitted only one such request, in your letter of March 28, 1991, with respect to the automatic coupling and uncoupling specifications in Section 2.1.15 of the Technical Specifications.<sup>2/</sup> In that letter, you stated that if your request were met, you would be "prepared to submit . . . a bid package that will meet all of [Muni's] baseline requirements for safety, reliability and cost-effectiveness." You offered us four alternative ways to modify the specification, listed in order of priority. In Addendum No. 5, issued April 29, 1991, we granted your fourth alternative of using coupling/uncoupling zones to automatically couple and uncouple cars with no driver involvement.

Therefore, although we may have considered some of your other issues had they been submitted to us in a timely fashion and in accordance with the approved equivalents process, we may not grant you relief on any of those issues at this time.

1. Wayside ATCS equipment. (Section 1.6.1, p. VI-7.) You contend that the requirement of this Section that suppliers provide all data communications equipment for digital communications and control between vehicles and the central control facility is not necessary in fixed block technology. While this feature may be an integral part of a transmission-based system, we consider this to be highly desirable in any type of system to enhance safety and to provide additional operating flexibility. We do not want to continue to rely on voice radio communication to be able to control trains; if there is a blockage in the system, for example, the ability for central control to remedy the problem immediately through computer control is essential. Further, in the event of an emergency, we need the immediate ability to reverse trains, if necessary, a feature that is not presently available in our existing system.

---

<sup>2/</sup> We understand that the Los Angeles Green Line specifications, which you indicated you were bidding on, also contained a requirement for automatic coupling and uncoupling.

2. Anti-Bunching (Section 2.1.13, p. VI-20). This specification requires bidders to design their systems to keep trains at safe distances apart. The specification provides in part that a "train moving toward the obstacle and in a location where a platform berth is unavailable shall be stopped at a distance permitted by the train separation algorithm, as defined in the Train Separation section [Section 2.2.2]]. You object to the term "train separation algorithm," because you contend that it is only used in reference to transmission-based technology. However, Section 2.2.2. specifically refers to the AAR Signal Manual of Standards and Practices, which is a fixed block technology guidebook. Furthermore, permitting train separation to be determined in "real time" does not preclude this function to be performed using more conventional methods.

3. Automatic Coupling/Uncoupling (Section 2.1.15., p. VI-21). You object to this requirement, contending that safety requires the continued practice of driver involvement in coupling and uncoupling. We have discussed this issue above with respect to your request for an approved equivalent, which we granted in Addendum No. 5 to the ATCS Specifications. We disagree with your suggestion that automatic coupling and uncoupling is unsafe, particularly in the subway. As far as safety is concerned, we feel that manual coupling and uncoupling, with its concomitant potential for human error, has an inherent risk for damage to equipment and injury to passengers.

4. Failure Detection (Section 2.3.2, p. VI-43-44). This specification requires in part that if there is any failure in the system, any train operating in an automatic mode or cab signal mode in a location undetermined by the ATCS must be detectable. You claim that this requirement is not necessary in fixed block technology. We disagree. Muni, like other transit properties with fixed block technology, has had instances where trains have failed to be detected ("loss of shunt") which could result in train collisions. To protect against this problem, BART was ordered by the State Public Utilities Commission to install a sequential occupancy release of track circuits. We have imposed a similar requirement for track circuit technology in Section 2.2.1, pp. VI-28-29. Compliance with these requirements, which you have not objected to, should satisfy the subject requirement in Section 2.3.2.

5. Alarm Display (Section 2.3.4.3, p. VI-47-48). This specification requires, among other things, that the central control operator be notified automatically if an emergency brake is applied on any train in the subway. You claim that this feature should have been optional. Muni considers such a feature to be highly desirable, so that Muni may be able to document emergency situations and injuries caused by emergency brake applications.



Jeffrey L. Gaudio

5

June 27, 1991

This section also requires that an alarm be generated at central control when a train is moving in an improper direction or when a door opens while the train is moving. You claim that in a fixed block system, the train would stop automatically when these conditions occurred. We disagree that an improper movement of a train, such as caused by a failure in a train subsystem not part of the ATCS, would always cause the train to stop. Further, there could be a door control subsystem failure that would not cause the train to stop. It is important in any event for central control to know of these situations so that they can be documented and back-up modes can be applied, if necessary.

6. Manual Modes (Section 2.4, p. VI-53-54). This requirement permits the central control operator to command operation of all trains into either the automatic or cab signal mode at any given time. You contend that such a requirement should be optional in a fixed block system. Muni considers this feature highly desirable to ensure maximum flexibility of the system. For example, in a situation where a train operator was unaware of a need in a particular area of the subway for reduced speed (e.g., wayside maintenance), central control would be able to revert to cab signal mode to allow the operator to make judgments about safe operation through the area.

7. Fault Tolerant Design (Section 3.3.3, pp. VI-63-64). This specification requires, among other things, that processor based equipment for central, station and wayside automatic train protection functions be configured in "triple redundant" configuration or "dual-dual redundant" configuration for fault tolerance. This refers to a situation where either three computers work independently, or two sets of two computers work in a primary and back-up mode to achieve safety and high availability of the system. You again contend that such a requirement should be optional in fixed block systems. However, these fail-safe architectures are standard in other control system industries (e.g., aerospace, communications) where it is important that the system continue to operate without interruption and in a safe manner. It is our understanding that your parent company, Ansaldo Transporti, uses such technology in its fixed block train control systems.

In conclusion, we are satisfied that the ATCS specifications do not unduly restrict any bidder or technology. Furthermore, representatives from UMTA and the Metropolitan Transit Commission have reviewed the ATCS Specifications and have assured us that they are in conformance with federal procurement guidelines.

Anticipating that you may disagree with my recommendation to deny your protest, I am submitting this letter to the General Manager of Muni, Johnny Stein, who will make the final

Jeffrey L. Gaudio

6

June 27, 1991

recommendation concerning your protest to the Public Utilities  
Commission.

Sincerely,



Thomas J. Sullivan  
MR-1034 Project Manager

cc: Thomas J. Elzey  
Johnny Stein  
Robert Highfill  
Gary Seib

Item 4 - File 84-91-1

**Department:** Chief Administrative Officer (CAO)  
Real Estate Department

**Item:** Ordinance approving and authorizing the execution and delivery of a facilities lease, a property purchase agreement, a purchase and sale assignment, a trust agreement, an assignment agreement and a purchase contract in connection with the City and County of San Francisco Certificates of Participation; authorizing and ratifying execution of documents reasonably necessary for the issuance, sale and delivery of the Certificates of Participation; and adopting findings pursuant to City Planning Code Section 101.1, in connection with the project.

**Location:** 25 Van Ness Avenue

**Purpose of Lease:** The City proposes to lease finance the acquisition of property at 25 Van Ness, which would be used as office space for City departments.

**Present Owner:** New West Federal Savings and Loan

**Lessor:** Security Pacific National Bank

**No. of Sq. Ft.:** Building contains 153,000 square feet of space, including approximately 136,000 square feet of rentable office space.

**Purchase Price:** \$11,300,000

**Total Estimated  
Cost of Purchase  
Including Financing  
and other Related  
Costs:** Not to exceed \$21,000,000 (The CAO presently recommends an amount of \$18,175,000)

**Term of Lease:** Not to exceed 33 years (The CAO presently recommends a term of 30 years)

**Source of Funds:** Sale of Certificates of Participation to be paid back through budgeted funds for office rental from various City departments and rent revenues from private tenants in building.

**Description:**

The CAO proposes that the City acquire an eight-story office building located at 25 Van Ness for \$11.3 million from New West Federal Savings and Loan. The CAO plans to finance the acquisition, in conjunction with Security Pacific National Bank, through the sale of Certificates of Participation over a term of 30 years. Certificates of Participation are proportionate interests in the lease of the property, which are sold to investors. The investors would receive a return on their investment through the lease payments made by the City for the building. The City would assign its rights to purchase the property to Security Pacific National Bank, as trustee, and lease the building back from the Bank at an annual amount sufficient to service the debt on the Certificates of Participation bought by the investors. At the end of the 30-year term, Security Pacific National Bank would transfer fee title to the property back to the City.

Although the price of the property is \$11.3 million, the CAO proposes to sell \$18,175,000 in Certificates of Participation in order to cover the estimated costs associated with the Certificate sale, repair of minor earthquake damage, costs of tenant improvements, and costs of relocating private tenants to allow City departments to occupy the vacated office space. The CAO has summarized the proposed use of the Certificates of Participation as follows:

Building Purchase price	\$11,300,000
Debt Service Reserve Fund	1,735,976
Insurance (0.5%)	241,752
Tenant improvements	2,700,000
Private tenant relocation	500,000
Earthquake repairs	375,000
Bond counsel costs	200,000
Underwriter's discount	302,614
Original issue discount	815,240
Contingency	<u>4,418</u>
Total amount of Certificates	\$18,175,000

Mr. Tony DeLucchi, Director of the Real Estate Department, reports that the building received minor cosmetic damage during the 1989 earthquake, and therefore, the CAO's Office has included \$375,000 in the sale of the Certificates of Participation to cover the cost of repairing the earthquake damage. According to Mr. DeLucci, during the major renovation in 1983-84 the building was seismically retrofit to current building codes.

Mr. DeLucchi further advises that, because City departments would occupy all or most of the building's office space, the City must provide for relocation costs of those private tenants on current long-term leases in the building. The CAO's Office has included \$500,000 for private tenant relocation in the proposed sale of the Certificates of Participation.

In addition, Mr. Gerald Romani of the Real Estate Department reports that \$2,700,000 is included in the proposed Certificates of Participation to pay for tenant improvements over the 30-year period. According to Mr. Romani, approximately \$600,000 of these tenant improvements are assumed to offset the cost of potentially relocating the City's mainframe computer operation from City Hall. The remaining \$2,100,000 is assumed to cover the costs of demolition, architecture, engineering and tenant improvements for approximately 50,000 square feet at an estimated \$42 per square foot.

Discussions with Mr. John Madden and Ms. Judy Johnston of the Controller's Office however, indicate that a decision to relocate the City's main frame computer operations to the 25 Van Ness site have not been made. In response, the Real Estate Department reports that based on an estimated \$42 per square foot, the total proposed \$2,700,000 would enable approximately 64,286 square feet to be renovated for tenant improvements. As reflected in the Tenant Summary attachments, a total of approximately 79,041 square feet of space would potentially be available in the 25 Van Ness building for City's use, including 17,663 square feet currently used by non-profit agencies, 35,916 square feet currently used by for private firms and 25,462 square feet of vacant space.

Under the proposed financing plan, both taxable and non-taxable Certificates of Participation would be sold to fund the purchase of the property. According to Mr. Fred Weiner of the CAO's Office, in order to qualify for non-taxable Certificates of Participation, the Internal Revenue Service requires 95 percent of the property be used for governmental or non-profit purposes. Presently, private tenants occupy 25 percent of the office space; City departments and non-profit agencies occupy approximately 57.7 percent; and the remaining office space is vacant. The Real Estate Department and the CAO believe that within a year of the time the acquisition would be completed, private tenants would occupy 22 percent of the building. Real Estate advises that some amount of time would be needed to persuade the remaining private tenants to relocate their offices. During this time, the building usage would not meet the 95 percent standard set for using non-taxable Certificates of



Participation. Therefore, based on current financing conditions, the CAO has recommended the sale of \$2,580,000 in taxable Certificates of Participation and \$15,595,000 in non-taxable Certificates of Participation.

The taxable and non-taxable Certificates of Participation would be sold for a term of 30 years at interest rates presently estimated at 10.39 and 7.15 percent, respectively. Lease payments to the bank (debt service), would be made annually.

Because the bank (a private entity) would hold the fee title to the property, the City would be required to annually pay property taxes, costs of operating and maintaining the building, and a trustee fee to the bank. These costs would be included in the annual lease payments made to the bank and are estimated as follows:

Annual property taxes	\$127,690
Building maintenance and repairs	212,850
Building operating expenses	603,400
Trustee's fee	<u>17,500</u>

Total annual costs included in lease payments	\$961,440
---	-----------

Projected operating and maintenance expenses are based on historical experience provided by the current owner of the building.

The Department of City Planning has determined that the proposed acquisition conforms with the Master Plan and is consistent with the eight priority policies of Planning Code Section 101.1.

**Comments:**

1. Based on an interest rate of 10.39 and 7.15 percent, a term of 30 years, and an escalation factor of 5 percent, the CAO's Office advises that the expected annual payments would gradually increase from an initial payment of \$1,307,719 to be paid on September 1, 1992, to a final payment of \$3,862,404 to be paid on September 1, 2021. Over a 30 year period, the total estimated payments would be \$98,974,472. These payments would be funded from (a) rental payments made by City departments from approved budgeted funds; and (b) the remaining private tenants occupying the building.

2. Both the Real Estate Department and the CAO's Office have stated that the proposed acquisition would result in a significant amount of savings to the City. Based on interest rates of 10.39 and 7.15 percent, respectively, for the taxable and non-taxable Certificates, and a term of 30 years, the



CAO's Office has estimated that the proposed acquisition of 25 Van Ness using Certificates of Participation would save \$53,749,157 over the expected 30-year term. As contained in the CAO's reports, valued in 1991 dollars, the savings to the City would be \$23,223,215.

3. On a fiscal year basis, the proposed acquisition would result in an estimated savings of \$180,000 to \$260,709 to the City in FY 1991-92 based on the amount of funds set aside for the City's potential liability for the private tenants in the building. In FY 1992-93, the CAO's Office estimates a savings of \$312,640. The projected annual savings to the City would continue to increase through the expected 30-year term of the lease-financing arrangement.

4. Mr. DeLucchi reports that the purchase price of \$11.3 million for the property is substantially below the fair market value for the building. Mr. DeLucchi estimates that the building's fair market value is approximately \$15 million. He stated that New West Federal Savings and Loan, which administers real estate for American Savings and Loan, is selling the property at below market value to the City, because American Savings and Loan recently foreclosed on the property with the former owners. New West Federal Savings and Loan is selling the property to liquidate the asset.

5. Charter Section 7.309 requires that any proposal to lease-finance capital improvements, such as building acquisitions, be approved by the City's voters prior to proceeding with the lease-financing arrangement. However, this Charter Section only applies to lease-financing between the City and County and a Joint Powers Authority, the Redevelopment Agency, the Housing Authority, the Parking Authority, or a nonprofit corporation. According to Mr. Bob Kenealey of the City Attorney's Office, the Charter Section does not address the situation in which the City and County lease-finances a building acquisition with a private corporation. Therefore, if the Board of Supervisors chooses to approve this proposed ordinance authorizing the financing of the acquisition of 25 Van Ness, the City, to clarify the Charter's intent, would have to request the Superior Court to validate the City's proposed acquisition of 25 Van Ness through a lease-financing arrangement with Security Pacific National Bank. If the Superior Court rules that the Charter prohibits the proposed lease-financing arrangement with Security Pacific National Bank, the City would have to forego the acquisition of the building. Because the purchase offer is only valid through the first week of October, the City could not wait for a vote of the electorate in June of 1992.

6. It should be noted that the calculation of some of the estimated savings made by the CAO assumes that City Departments will move into the lower rental cost 25 Van Ness building from higher rental cost leases located elsewhere in the Civic Center area. However, the City will only achieve the savings if the cost of these current leases is higher than the cost of leasing office space at the 25 Van Ness site. Furthermore, for those City departments that presently hold office space in City-owned buildings and choose to move to the 25 Van Ness site, the occupation of office space at 25 Van Ness by these City departments would result in an increase in cost to the City.

7. At the request of the Budget Analyst, the attached information, provided by the Real Estate Department, contains a preliminary proposal for relocating City employees from existing City-owned property and privately leased space associated with the proposed acquisition of the building at 25 Van Ness.

**Recommendation:** We recommend, in concept, the approval of the acquisition of the building located at 25 Van Ness Avenue. However, because the City would be required to sell debt (Certificates of Participation) in order to acquire this property, and because the Department of Real Estate is still in the process of completing a final plan for the occupancy of the building, approval of the proposed ordinance is a policy matter for the Board of Supervisors.

City and County of San Francisco

Real Estate Department

Office of the  
Director of Property



July 29, 1991

25 VAN NESS AVENUE

Mr. Harvey Rose  
Board of Supervisors  
Budget Analyst  
Fox Plaza  
1390 Market Street, Suite 1025  
San Francisco, CA 94102

Dear Mr. Rose:

You have asked for further information regarding the City's acquisition of 25 Van Ness Avenue and our plan to fully occupy the subject property with City tenants. We have previously provided you with a summary of the existing tenant schedule at 25 Van Ness Avenue. Attached as Exhibit I is a tenant summary for 25 Van Ness Avenue dated July 19, 1991. Exhibit I indicates that there is approximately 25,462 square feet of vacant space at 25 Van Ness Avenue.

The lease space presently occupied by the private tenants at 25 Van Ness Avenue will expire over a period of time ranging from the present to the year 2005. Both the current vacant space and the private tenant space (to be vacated) will be occupied by City departments as it becomes available.

Attached, as Exhibit II, is a list of current City leases in the Civic Center area. This exhibit indicates location, monthly rent, size of the leased premises, etc.

In addition to the City departments that presently occupy lease space in privately-owned buildings, the City will soon be faced with the requirement to relocate personnel from City Hall to accomplish the seismic retrofit authorized by previously passed bond issues. Any City departments relocated to privately-owned space during this retrofit process would incur a rent obligation of approximately \$1.50 per sq. ft. per month.

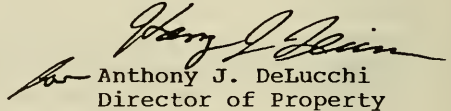
The debt service analysis, previously provided to you, indicates that 25 Van Ness Avenue will have a total present square foot cost for the period ending 9/1/92 of \$1.11 per sq. ft. per month including full services. For the period ending 9/1/93, the unit cost will be \$1.24 sq. ft. per month. The debt service analysis for 25 Van Ness Avenue will not reach the \$1.50 per sq. ft. range until the end of 1998.

Mr. Harvey Rose  
Page 2  
July 29, 1991

It is extremely difficult to forecast at this time those City departments which will occupy the vacant space at 25 Van Ness Avenue. We have identified what I consider to be the most logical departments to occupy this space, see Exhibit III. Some of these potential City tenants are housed in leased space, while others are located in City-owned property. We recognize a need to relocate potential tenants from City-owned property and as previously indicated the unit cost would be \$1.50 per sq. ft. per month, which would result in a benefit from both a cost standpoint and the ability to consolidate interacting City departments in close proximity to one another. Therefore, 25 Van Ness Avenue would be the preferred choice.

By filling the vacant space with a mix of tenants from City-owned and leased space in privately-owned buildings, an immediate rent savings is realized. If the vacant space is occupied solely by tenants from leased space, an even greater savings would be realized.

Sincerely,

  
Anthony J. DeLucchi  
Director of Property

AJD:ek/1363

Enclosures

cc: Rudy Nothenberg, CAO  
Fred Weiner, CAO  
Peter Miller, CAO  
Debra Newman, Budget Analyst  
Jerry Romani, Real Estate

TENANT SUMMARY - 25 VAN NESS AVENUE  
JULY 19, 1991

<u>City Tenant</u>	<u>Area</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
Public Admin/Public Guardian	5825 1168	\$ 8,260 1,655	\$ 99,120 19,860
Tax Collector (Ptn)	6230	8,524	102,288
Arts Commission (Ptn)	6217	8,940	105,528
Rent Stabilization	6515	8,104	97,248
Real Estate Department	3850	5,698	68,376
Parking/Traffic (Ptn)	4170	6,422	77,064
S. F. Health (Aids)	16558	24,285	291,420
Controller's Office ISD	2493	3,532	42,384
Commission on Aging	<u>4023</u>	<u>5,954</u>	<u>71,448</u>
SUBTOTAL	57049	\$ 81,374	\$ 1,178,398

NONPROFIT AGENCIES

S. F. Aids Foundation	<u>17663</u>	<u>\$ 25,729</u>	<u>\$ 308,749</u>
SUBTOTAL	17663	\$ 25,729	\$ 308,749

PRIVATE TENANTS

Eulls	7060	9,000	\$108,000
Veterans Outreach	2480	5,738	68,865
Dobbins Productions	10026	10,500	126,000
Radsonics	2050	2,000	24,000
Mastertouch	3000	5,000	60,000
Hamrill & Welf	2650	4,213	50,556
San Diego Gas	1480	2,801	33,612

Willdcrf & Stevens	2315	3,125	37,503
Connett Insurance	1836	2,754	33,048
Thorson, et al	1250	2,627	23,750
Jennings	<u>1769</u>	<u>2,267</u>	<u>31,524</u>
SUBTOTAL	35916	\$ 49,737	\$ 596,858

ALL VACANT SPACE = 25,462 sq. ft.

TOTAL NET RENTABLE AREA = 136,090 sq. ft.

AREA SUMMARY

Private Non-Govt.	35,916 sq. ft.
Nonprofit - S.F. Aids	17,663
CCSF Tenants	57,049
Vacant	<u>25,462</u>
TOTAL	136,090 sq. ft.

AJD:ek/1358



LESSOR/(PAYEE)	DEPT.	LOCATION	MO. PNTS.	COMENCE DATE	LEASE ENDS	OP- TIONS	OPTION NOTICE	\$0. FT.	RENT \$6. FT.	SERVICES	AGENT	USE
325 Franklin Associates	DPW	Golden Gate, #524	6,900.00	02/22/91	12/31/92	1	1	5,500	1.25 Jan.		LB	FBI Offices
CalFox, Inc.	C.Altly	Market, #1390	22,356.00	01/01/89	12/31/93	1	8 mo.	16,438	1.36 No elec.	GR	Offices	
CalFox, Inc.	C.Altly	Market, #1390 (mezzanine)	15,567.00	09/11/89	12/31/93	1	8 mo.	11,363	1.37 No elec.	GR	Offices	
Combs & Greenley	Mayor (ERO)	Market, #1390 (#235)	3,799.00	11/01/90	05/31/94	1	1	2,970	1.28 Full	GR	Offices	
Grant Building Co.	Del.Prev.	Market, #1095	550.00	12/01/89	11/30/94	0	1	550	1.00 Full	GR	Offices	
Grant Building Co.	Del.Prev.	Market, #1095	277.00	08/01/90	No. to mo.	1	1	277	1.00 Full	GR	Offices	
Hastings College	PUC	McAllister, #100 (#401-403)	1,786.00	07/01/88	06/30/92	1	120 day	1,274	1.40 Full	PA	Offices	
Hastings College	PUC	McAllister, #100 (#404-406)	2,138.00	11/22/89	No. to mo.	1	1	1,859	1.15 Full	PA	Offices	
Hastings College	PUC	McAllister, #100 (#407-408)	580.00	12/01/90	No. to mo.	1	1	504	1.15 Full	PA	Offices	
Home Savings	ODD	U.N. Plaza, #10 (#480 & 600)	10,913.00	10/01/89	09/30/94	1	180 day	9,417	1.16 Full	GR	Offices	
Pacific Gas & Electric (Woodmont)	HRC	Market, #1170 (5th-6th Floors)	10,966.00	01/24/91	06/30/92	2	90 day	9,400	1.17 Full	CV	Offices	
Pacific Gas & Electric (Woodmont)	DPW	Market, #1170 (7th Floor)	5,780.75	06/01/90	07/31/92	3	90 day	4,966	1.16 Full	PA	Offices	
Skyline Holdings	PUC (UEB)	Market, #1155 (Floors 4,5,7)	58,692.00	12/15/86	08/31/92	0	6 mo.	37,805	1.55 No elec.	SL	Offices	
Skyline Holdings	PUC (Per.)	Market, #1155 (8th Floor)	17,707.00	02/24/88	12/31/91	1	180 day	12,066	1.47 No elec.	GR	Offices	
Skyline Holdings	Retire.	Market, #1155 (2nd Fl.)	15,724.00	12/15/84	06/30/94	0	1	11,980	1.31 No elec.	GR	Offices	
Skyline Holdings	Retire.	Market, #1155 (3rd Fl.)	8,357.00	12/01/89	11/30/94	1	6 mo.	6,367	1.31 No elec.	GR	Offices	
Skyline Holdings	HSS	Market, #1155	8,598.00	12/01/89	11/30/94	1	180 day	6,551	1.31 No elec.	GR	Offices	
Talden Investment (Cypress Hgnt)	Cont. (ISO)	Market, #1155 (6th & 9th Floors)	26,458.00	12/01/89	11/30/94	1	180 day	19,337	1.36 No elec.	GR	Offices	
Trinity Properties	Civ.Ser.	Gough, #44	30,938.00	08/09/90	06/30/95	2	90 day	27,000	1.15 Main Jan.	SL	Offices	
Trinity Properties	PUC (UEB)	Market, #1145 (6th Fl.)	16,728.00	01/01/91	06/30/96	1	9 mo.	13,129	1.27 Full	GR	Offices	
Trinity Properties	Hunt	Market, #1145 (4th Fl.)	5,578.00	01/01/91	06/30/96	1	9 mo.	3,750	1.49 Full	GR	Offices	
Trinity Properties	CNO	Market, #1145 (4th Fl.)	6,795.00	01/01/91	06/30/96	1	9 mo.	4,837	1.40 Full	GR	Offices	

## City and County of San Francisco

## Real Estate Department

Office of the  
Director of Property

July 26, 1991

TO: Rudy Nothenberg  
Chief Administrative Officer

FROM: Anthony J. DeLucchi  
Director of Property

SUBJECT: 25 Van Ness - City Tenants

The following is a summary of the existing City tenants located at 25 Van Ness Avenue, and a list of potential City departments which could be relocated to the building after City's acquisition. The subject property currently has approximately 25,000 sq. ft. of vacant space; and if City were able to relocate all of the non-government private tenants from 25 Van Ness Avenue, we would create an additional 36,000 sq. ft. of space for an approximate total of 61,000 sq. ft.

Existing City Tenants

<u>Department</u>	<u>Area</u>
Public Admin/Guardian	5825 1168
Tax Collector (Ptn)	6230
Arts Commission	6217
Rent Stabilization	6515
Real Estate Department	3850
Parking/Traffic (Ptn)	4170
S. F. Health (Aids)	16558
Controller's Office ISD	2493
Commission on Aging	<u>4023</u>
TOTAL	57,049

Potential City Tenants

<u>Department</u>	<u>Approximate Space Needs</u>
1. Parking and Traffic	7,000 - 8,000 sq. ft.
Relocate Traffic Engineers from 450 McAllister to consolidate all Parking and Traffic Administrative Offices.	
2. Controller's Office	13,000 - 14,000 sq. ft.
Mainframe computers and related.	
A. Note: Controller's Office presently leases 19,000 sq. ft. of space at 1155 Market Street with lease expiration November 1994.	18,000 - 19,000 sq. ft.
25 Van Ness will have approximately 18,000 sq. ft. become available in August 1994 when a large, private tenant lease becomes due.	
3. Human Rights Commission and Commission on the Status of Women presently located at 1170 Market Street.	10,000 - 12,000 sq. ft.
4. DPW Personnel and Computer Services Division	5,000 - 6,000 sq. ft.
5. Others	
A. Bureau of Architecture	25,000 sq. ft.
B. PUC Energy Conversation (100 McAllister)	4,000 sq. ft.
C. Senior Services (under DPH potentially to be taken over by Aging)	2,000 - 3,000 sq. ft.
D. Potential rotation space required during City Hall retrofit.	Various



Item 5 - File 47-91-11

1. The proposed ordinance would approve and adopt the Polk-McAllister Parking Lot legal documents and would authorize the Director of Property to call for bids to lease the parking lot. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the lease documents and of the Invitation for Bids.

2. The Polk-McAllister Parking Lot is located at the intersection of Polk and McAllister Streets. The parking lot has 60 self-parking spaces and serves approximately 5,600 vehicles per month. The lot is open until 6:00 P.M.

3. The proposed lease would be for a period of three years, and would contain a six-month termination clause for the purpose of future construction of a building on the premises. The monthly rental rate would be a percentage of the gross revenue determined through competitive bidding, or a minimum monthly rental guarantee of \$2,500 whichever is higher.

4. According to the proposed lease, the per vehicle parking rate at the Polk-McAllister Parking Lot, including the City's 20 percent parking tax, would be:

<u>Day Rates</u> <u>Opening to 6:00 P.M.</u>	<u>Rates Per Hour or</u> <u>Portion Thereof</u>
1 hour	\$1.50
2 hours	2.25
3 hours	2.75
4 hours	3.50
5 hours	5.00
Over 5 hours (Max.) All Day	8.00
Monthly Parking	None

Disabled Parking: Acceptance of handicapped Courtesy Coupon as provided by San Francisco Administrative Code Sections 17.22 and 17.23.

Lost Tickets: An amount equal to maximum parking charge for each day the automobile was parked in the parking facility shall be charged unless the lessee can verify that a lesser charge is appropriate by identifying the lost ticket from the records.

5. According to the proposed Invitation for Bids, bidders must have successfully managed or operated a parking facility of at least 100 spaces with a gross monthly revenue of at least \$2,500. In addition, each bid must be accompanied by a \$10,000 bid deposit which would be refunded to unsuccessful bidders as soon as the lease was conditionally awarded to the successful bidder. Also, according to the proposed Invitation for Bids, all bids would be accompanied by a Human Rights Commission Questionnaire, which would determine bidders' MBE/WBE/LBE status.

Comments

1. Golden Gate Parking, the current lessor, now charges the same parking rates listed above. Any increase to the above-noted rates are subject to separate approval by the Board of Supervisors.

2. The Mayor's proposed budget for 1991-92 includes an increase of five percent in the City's Parking Tax, from 20 percent to 25 percent. Mr. Kevin Hagerty of the Department of Parking and Traffic advises that the Department has not, as yet, determined what adjustments would be made (i.e., parking rates, lease agreements), should the Board of Supervisors approve the 25 percent Parking Tax rate.

3. The five-year lease with Golden Gate Parking expired on June 30, 1991. Golden Gate Parking is currently operating the parking lot on a month-to-month lease basis, which extends the provisions of the prior lease. The current monthly rental rate payable to the City by Golden Gate Parking is 57.647 percent of gross revenue (after deduction of parking taxes) resulting from the parking rates listed in the original rent agreement. In addition, after the original lease was in effect, the City negotiated to raise parking rates and collect from Golden Gate Parking 85.883 percent of the gross revenues gained from the parking rate increases imposed since July 25, 1988.

The current minimum required monthly rental payment, at \$2,500, is the same as the proposed minimum monthly rental. Average monthly rent currently paid to the City is approximately \$8,965.

4. According to Mr. Anthony DeLucchi of the Real Estate Department, rebidding of the proposed lease was delayed pending decisions on the City's proposed Polk-McAllister office building, which would include the parking lot site. As noted above, the proposed lease would contain a six-month termination clause which would allow the City to terminate the lease if necessary to begin construction on the proposed office building, Mr. DeLucchi reports.

5. Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation requiring approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of the Polk-McAllister Parking Lot.

Recommendation

Approve the proposed ordinance.



Item 6 - File 102-91-3

**Department:** Commission on Aging (COA)

**Item:** Ordinance amending the 1991-92 Annual Salary Ordinance to reflect the addition of eight positions to the Commission on Aging.

**Program:** Senior Information and Referral Services

**Description:** The proposed ordinance is a companion to a supplemental appropriation ordinance (File 101-91-3), which was heard by the Finance Committee on July 17, 1991 and is presently pending before the Board of Supervisors. As reported on July 17, 1991, Senior Information and Referral Services are currently being provided by the Department of Public Health (DPH), funded jointly by DPH and the Commission on Aging through an Interdepartmental Work Order and Memorandum of Understanding until August 1, 1991.

For fiscal year 1991-92, DPH has eliminated the Senior Information and Referral Services staff positions from the DPH budget and the Annual Salary Ordinance, and has indicated that it will no longer provide these services under their Department. The Finance Committee recommended to the full Board of Supervisors during its 1991-92 budget review that the Senior Information and Referral Services Program be restored to its original funding and staffing level within the Commission on Aging. The proposed ordinance would amend the 1991-92 Annual Salary Ordinance in order to add the eight staff people who were previously funded by the DPH to the Commission on Aging.

**Positions to  
be Added:**

<u>Class</u>	<u>Personnel</u>	<u>FTE</u>	<u>Maximum Annual Salary</u>	<u>Total Maximum Annual Salaries</u>
1426	Sr Clerk Typist	1.0	\$30,224	\$ 30,224
2587	Health Worker III	5.0	31,999	159,995
2588	Health Worker IV	1.0	37,845	37,845
2593	Health Program Coordinator III	<u>1.0</u>	<u>52,800</u>	<u>52,800</u>
	TOTAL	8.0		\$280,864

**Recommendation:** Approve the proposed ordinance.



Item 7 - File 101-90-10.5

**Department:** California Academy of Sciences

**Item:** Requesting release of reserved funds, California Academy of Sciences, Earthquake Safety Program Phase 1, for contract agreement with Forell/Elsesser Engineers, Inc., for a seismic upgrade study of their research/Invertebrate, Zoology and Geology (IZG) facility.

**Amount:** \$33,000

**Source of Funds:** 1989 Earthquake Safety Bond funds.

**Description:** In November of 1989, San Francisco voters authorized the sale of \$59.7 million of General Obligation bonds to fund capital improvements to improve earthquake safety in City buildings. On October 10, 1990, the Board of Supervisors approved Ordinance 333-90, a Supplemental Appropriation Ordinance for \$18,927,166 of those bond proceeds for design and construction to rehabilitate the various buildings and facilities specified in the bond sale.

Of the \$18,927,166, \$991,113 was placed on reserve for the Academy of Sciences' IZG Research Facility for architectural, design and engineering studies to be performed by outside consultants.

Forell/Elsesser Engineers, Inc. contracted with the Academy of Science to perform a study of existing structural performance of the California Academy of Science's IZG/Research Facility and to give the Academy recommendations on upgrading the building. The contract amount is \$33,000. The contract payment of \$33,000 would be advanced from the private funds of the Academy of Science. The proposed release of \$33,000 would reimburse the Academy of Science for the seismic upgrade study.

**Comments:** 1. According to Mr. Jorge Alfaro of the DPW, the Academy of Sciences has already contracted with Forell/Elsessor Engineers, Inc. for the contract services with the private funds of the Academy. Therefore, the proposed release of reserve would allow the Academy of Sciences to be reimbursed the \$33,000 it has expended for the contract services.

2. Funds for the seismic upgrade study were held on reserve because the contractor had not been selected, and therefore the DPW did not know the contract amount and the MBE/WBE/LBE status of the contractor. According to Mr. Glen Angell of the Academy of Sciences, the total contract amount is \$33,000 and Forell/Elsessor is a local business enterprise. The Company is neither an MBE or WBE firm.

3. Mr. Alfaro reports that the RFP process by which Forell/Elsessor was chosen involved the Human Rights Commission in the selection and screening process. Mr. Alfaro further reports that the contract was pre-approved by Civil Service.

**Recommendation:** Release the reserved funds.

Item 8 - File 101-90-10.4

**Department:** Department of Public Works (DPW)  
Fine Arts Museum

**Item:** Release of Reserve for the Fine Arts Museum/Palace of  
Legion of Honor Earthquake Safety Program Phase 1.

**Amount:** \$2,905,501

**Source of Funds:** 1989 Earthquake Safety Bond funds.

**Description:** In November of 1989, San Francisco voters authorized the sale of \$59.7 million of General Obligation bonds to fund capital improvements to improve earthquake safety in City buildings. In October, 1990, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-90-10) which allocated \$18,927,166 of the 1989 Earthquake Safety Bond proceeds for various capital improvement projects, and reserved \$4,955,717 of the Fine Arts Museum's share of the funds for architectural, engineering design work and construction for the Fine Arts Museums.

The proposed release of the reserved funds of \$2,905,501 from the \$4,955,717 still on reserve for the Fine Arts Museum would provide funding for the DPW's Bureau of Architecture to lease warehouse space, office space, relocate works of art, equipment, and furniture and fund Architectural/Specialty Consultants and Project Management Services for the Fine Arts Museum Palace of Legion of Honor Project. The project is anticipated to take four years. Specifically, the proposed release of reserve would provide funding for the following:

Project Management

Manager (4 years at \$40,000 annually including benefits)	\$160,000	
Clerical (4 years at \$15,000 annually including benefits)	<u>60,000</u>	
Total Project Management		\$220,000

Relocation and Packing

Art Collection Packing	319,525	
Office and Other Packing	85,300	
Moving Art Collection	88,960	
Moving for Offices	<u>11,500</u>	
Total Relocation and Packing		505,285

Leases for Off-Site Relocation

795 8th Avenue (@ 7,000 sq. ft. @ \$1.29 sq.ft./month for 30 months)	271,625
Utilities	26,780

648 Howard Street (@ 4,040 sq. ft. @ \$1.69 sq.ft./month for 36 months)	\$246,100
Utilities	13,800

Marshall Fine Arts Warehouse (@ 10,000 sq. ft. @\$ .97 sq.ft./month for 34 months)	328,150
Utilities	<u>38,140</u>

Total Leases for Off-Site Relocation	\$924,595
--------------------------------------	-----------

<u>Asbestos Consultant</u>	75,000
----------------------------	--------

<u>Security Consultant</u>	25,000
----------------------------	--------

<u>Architect and Sub-Consultants</u>	1,029,591
--------------------------------------	-----------

<u>DPW Bureau of Architecture Fees</u>	<u>126,030</u>
--	----------------

Total Requested Release of Reserved funds	\$2,905,501
---	-------------

**Comments**

1. According to Mr. Jorge Alfaro of the DPW's Bureau of Architecture, the Project Management Staff are employees of the Fine Arts Museum. Mr. Alfaro reports that after the project is completed, these positions would be eliminated. Mr. Alfaro indicates that the Project Management staff would receive additional funding from Fine Arts Museum grants and private donations.

2. Mr. Steve Dykes of the Fine Arts Museum reports that approximately \$315,100 of the \$505,285 budgeted for Relocation and Packing would be used to pay for temporary employees hired specifically to perform the Relocation and Packing services for approximately 104,000 objects in the Legion of Honor's 23 galleries and the art storage room. Moving cost quotes are \$88,360. Packing materials, crates amount to \$101,825. Mr. Dykes has provided the following breakdown of hours for Relocation and Packing services:

	<u>Number of hours</u>
Art Collection Packing	13,984
Office and Other Packing	2,384
Moving for Offices	<u>400</u>
Total Hours	16,768

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Mr. Dykes indicates that substantially more hours are budgeted for Art Collection Packing because each painting and object will require individual, specialized packing to insure against damages.

3. Mr. Dykes reports that that the off-site lease for 648 Howard Street would be used for the temporary quarters for the Museum's Achenbach Prints and Drawings Collection and its Paper Conservation Lab, the lease for 795 8th Avenue would be used as the temporary quarters for the Legion offices and the Marshall Fine Arts Warehouse would be used for climate-controlled art storage. Mr. Lloyd Gardner of the Real Estate Department reports that there is a signed lease for 648 Howard Street and for 795 8th Avenue but the Marshall Fine Arts Warehouse lease is still in the final stages of negotiation. Mr. Gardner also reports that the total square footage for the 795 8th Avenue lease may change because of landlord renovations which are being performed and the Marshall Fine Arts Warehouse square footage was based on an estimate on the space needed to store the art collections. Since the Marshall Fine Arts Warehouse lease is still in the final stages of negotiation, the Budget Analyst recommends to continue to reserve a total of \$366,290 budgeted for this lease and utilities pending more specific cost details and a finalized lease agreement. All three of the proposed leases would be subject to approval by the Board of Supervisors.

4. Mr. Dykes reports that an RFP was first issued for the architectural work in October, 1990. Mr. Dykes indicates that the selection committee for the architectural contract was comprised of representatives from private architects, and the Fine Arts Museum. The Human Rights Commission (HRC) provided a two person staff to the committee. The architectural work would be performed by Edward Larabee Barnes/John M.Y. Lee and Partners. Edward Larabee Barnes/John M.Y. Lee and Partners is based in New York and is not certified by the Human Rights Commission. However, the Structural Engineer, Geotechnical Engineer, Interior Designer, Acoustics Consultant, Elevator Engineer, and Fire/Life Safety Consultant which would be used by Larabee Barnes are all City-Certified MBE/WBE and/or LBE firms. Mr. Dykes indicates that Larabee Barnes was selected based upon several criteria which included background experience in historical renovation and strength of design work. Mr. Alfaro reports that none of the firms submitted bids as part of their RFPs, but rather the DPW negotiated a contract amount with Larabee Barnes after the firm received the highest ranking by the selection committee.

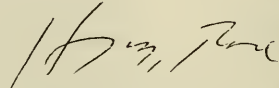
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

5. In addition, Mr. Dykes reports that the Asbestos Consultant services would be performed by Barbara Cohrssen, a City-Certified MBE/WBE/LBE firm. Mr. Dykes also indicates that the security services would be performed by the Museum's alarm installer, National Guardian, which is not a MBE/WBE or LBE firm.

6. Mr. Alfaro indicates that the \$126,030 budgeted for the Bureau of Architecture Fees would be used for a total of 3,265 hours to complete the following tasks: overall bond program management, tracking and review of budget and costs, RFQ/RFP assistance and guidance, bidding and contract consulting services, review of contract documents, design and construction meetings and reports, monthly expenditure review and analysis and project closeout procedures.

**Recommendations:** 1. Continue to reserve funds in the amount of \$366,290 pending more specific cost details and a finalized lease agreement for the Marshall Fine Arts Warehouse.

2. Release the reserved funds in the amount of \$2,539,211.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

CF  
\$90.25  
#2  
8/7/91  
2

CALENDAR - ACTION  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

AUG 12 1991

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, AUGUST 7, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 38-91-9. [Acceptance of Gift] Resolution authorizing the Recreation & Park Department to accept one gift valued at \$14,230, from Northern California Grant Makers, for use at Recreation and Park Department playgrounds, day camps and afterschool sites. (Recreation and Park Department)
  - b. File 47-91-7.1. [Award of Lease] Resolution accepting bid of S & F/MEDA in response to call for bids for lease of Mission Bartlett Parking Garage and awarding said lease to said bidder as the highest and best responsible bidder; companion measure to File 47-91-7. (Real Estate Department)
  - c. File 65-91-6. [Lease] Ordinance approving a five (5) year lease between City and County of San Francisco and Space Systems/Loral, Inc., Lessee (50± acres of Water Department watershed land located in Santa Clara County for Radar Range Facility (Satellite Antenna Research Test Facility). (Public Utilities Commission)
  - d. File 147-91-7. [Grant - Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$10,000 available through California State Library from the Library Services and Construction Act for the development of Grandparents and Books Programmes in public libraries for Fiscal 1990-91. (Public Library)



- e. File 172-91-7. [Contract] Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and temporary detention not to exceed 90 days. (Juvenile Probation Department)

ACTION: Items 1a, 1c, 1d, and 1e severed. Remainder of consent calendar recommended.

Item 1a, File 38-91-9. Hearing held. Amended on lines 2 and 8 to increase "\$14,230.00" to "\$17,380.00".

New Title: "[Acceptance of Gift] Resolution accepting one gift valued at \$17,380.00, for use at Recreation and Park Department."

Recommended as amended.

Item 1c, File 65-91-6. Hearing held. Amended beginning on line 2 after "lessee" to add "; effective retroactive to August 1, 1991."; amended on line 17 to insert "retroactive to" between the words "commencing" and "August"; amended on line 18 to increase "\$164,000.00" to "\$164,400.00".

New Title: "[Lease] Ordinance approving a five (5) year lease between City and County of San Francisco and Space Systems/Loral, Inc., Lessee; effective retroactive to August 1, 1991."

Recommended as amended.

Item 1d, File 147-91-7. Hearing held. Amended on line 4 to insert ", including indirect costs of \$500, or five percent of the grant funds" between "\$10,000" and "available"; amended on line 6 to replace "1990/91" with "1991/92"; amended beginning on line 6 after "1991/92" to add "; providing for ratification of action previously taken."; amended on line 19 to insert "including indirect costs of \$500, or five percent of the grant funds" between "\$10,000" and "for"; amended to delete lines 24 and 25; amended on lines 26 and 27 to add "Further Resolved, That although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken."

New Title: "[Grant - Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed \$10,000, including indirect costs of \$500, or five percent of the grant funds available through the California State Library from the Library Services and Construction Act for the development of Grandparents and Books Programmes in public libraries for Fiscal Year 1991-92; providing for ratification of action previously taken."

Recommended as amended.





Item 1e, File 172-91-7. Hearing held. Amended beginning on line 3 after "days" to add "; providing for ratification of action previously taken."; amended beginning on line 18 after "Board" to add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken."

New Title: "[Contract] Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and temporary detention not to exceed 90 days; providing for ratification of action previously taken."

Recommended as amended.

2. File 127-91-8.1. [Parking Tax Surcharge] Draft ordinance amending the Parking Tax surcharge from five percentum to ten percentum by changing the effective date from August 1, 1991 to September 1, 1991. (Supervisor Gonzalez)

ACTION: Hearing held. Consideration continued to the Call of the Chair (at sponsor's request).



**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 5, 1991

**TO:** Finance Committee**FROM:** Budget Analyst - Recommendation**SUBJECT:** August 7, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

AUG 6 1991

SAN FRANCISCO  
PUBLIC LIBRARYItem 1a - File 38-91-9**Department:** Recreation and Park Department**Item:** Resolution authorizing the acceptance of a gift from the Northern California Grantmakers for use at the Recreation and Park Department's playgrounds, day camps and afterschool sites.**Amount:** \$14,230

**Description:** The proposed resolution would authorize the Recreation and Park Department to accept a cash gift of \$14,230 from the Northern California Grantmaker's Summer Youth Project for use by the Recreation and Park Department. The Northern California Grantmaker's Summer Youth Project specifically provides funds for educational materials, arts and craft supplies, recreational and sports equipment or field trip costs for non-profit organizations or city-sponsored programs in northern California. The funds which would be received by the Recreation and Park Department would be used at various playgrounds, day camps, afterschool sites and for Department sponsored art and cultural programs.

The Northern California Grantmakers has indicated that funds may not be used for stipends, scholarships, staffing or other operating costs such as rent or utilities. As indicated on the attachment, Recreation and Park Department sites which would receive funds for the purchase of materials, supplies, equipment or field trip costs would include: Mission Recreational Center, Joseph Lee Day Camp, Ocean

View Day Camp, Duboce Playground, Bernal Playground, Mission Playground, Herz Playground, Chinese Recreational Center, Boeddeker Park, Tenderloin Recreational Center, Sunnyside Park, Silver Tree Day Camp and the Pine Lake Day Camp. These various Recreation and Park Department sites have submitted an application which included a budget and a program description to the Northern California Grantmakers. Based upon these applications, the Northern California Grantmakers awarded funds to the Recreation and Park Department to distribute to various Department Programs.

**Comments:**

1. Ms. Sandra Lee of the Recreation and Park Department reports that the Department will receive \$17,380 from the Northern California Grantmakers instead of \$14,230 as indicated on the proposed resolution. Therefore, the proposed resolution should be amended to authorize the Recreation and Park Department to accept one gift valued at \$17,380 instead of \$14,230. Ms. Lee reports that the Recreation and Park Department inadvertently did not include \$3,150 which the Department will receive from the Northern California Grantmakers for materials and supplies for various cultural programs which are included on the attachment.

2. Mr. Joel Robinson of the Recreation and Parks Department reports that the cash gift would be used only for materials and supplies for program enrichment purposes, and there would be no additional costs to the City for accepting the cash gift.

**Recommendation:** Amend the proposed resolution to authorize the Recreation and Park Department to accept one gift valued at \$17,380 instead of \$14,230. Approve the proposed resolution as amended.

SAN FRANCISCO RECREATION AND PARK DEPARTMENT  
SUMMER YOUTH GRANT 1991

FIFTY (50) SUMMER YOUTH GRANTS WERE AWARDED TO THE FOLLOWING UNITS FROM  
NORTHERN CALIFORNIA GRANTMAKERS ON JULY 19, 1991:

<u>UNIT</u>	<u>AMOUNT</u>
<u>DIVISION 1</u>	
SOMA (6TH AND FOLSON)	\$450.00
MISSION REC CENTER (STAINED GLASS)	350.00
MISSION REC. CENTER	300.00
JOSEPH LEE BBALL	350.00
JOSEPH LEE DAY CAMP	425.00
GILMAN OP JERICH	325.00
HUNTERS POINT BALL	300.00
<u>DIVISION 2</u>	
MERCED HEIGHTS	\$300.00
OCEAN VIEW DAY CAMP	350.00
<u>DIVISION 4</u>	
GUADALUPE SCHOOL	\$300.00
HAWTHORNE	325.00
UPPER NOE CNTR	450.00
DUBOCE PLAYGROUND	325.00
<u>DIVISION 5</u>	
BERNAL PLAYGROUND	\$300.00
MISSION PLAYGROUND	300.00
ST. MARYS	350.00
GLEN PARK CT.	400.00
EUREKA VALLEY	300.00
HERZ PLAYGROUND	450.00
COMMODORE STOCKTON	350.00
CHINESE REC CENTER	400.00
PING YUEN SHMR	350.00
SPRING VALLEY	300.00
CHINESE PLAYGROUND	400.00
REDDING SCHOOL	300.00
FRANCISCO SHMR	300.00
CROCKER AMAZON	350.00
<u>DIVISION 6</u>	
VALENCIA GARDENS (WARRIORS)	\$400.00
DOUGLASS PLAYGROUND	300.00
PRESIDIO HEIGHTS	350.00
PLAZA EAST	400.00
HAMILTON TEEN	300.00
LAUREL HILL	180.00
WESTERN ADDITION WARRIORS	400.00
MIDTOWN TERRACE	300.00
HUNTERS POINT (RAGS TO RICHES)	350.00
YOUNGBLOOD COLEMAN	300.00
BOEDDEKER PARK	400.00
TENDERLOIN REC. CENTER	350.00
APTOS BASKETBALL	250.00
EXCELSIOR FUN	400.00
RICHMOND PLAYGROUND	300.00
WEST PORTAL	350.00
SUNNYSIDE PARK	300.00
WORCREATION	450.00
<u>CULTURAL</u>	
SILVER TREE DAY CAMP	\$450.00
SILVER TREE (DEAF CHILDREN)	450.00
PINE LAKE DAY CAMP	350.00
SUMMER PHOTOGRAPHY	300.00
PHOTO AND SOUND	350.00
TOTAL	
	\$17,380.00

3028f





Item 1b File 47-91-7.1

**Departments:** Real Estate  
Parking and Traffic

**Item:** Resolution accepting a bid for a lease of the Mission Bartlett Parking Garage and awarding the lease to S & F/MEDA as the highest and best responsible bidder.

**Description:** In May of 1991, the Board of Supervisors approved legislation (File 47-91-7) authorizing the Director of Property to call for bids for a lease of the Mission-Bartlett parking facility, located on Bartlett Street between 21st and 22nd Streets. Accordingly, the Director of Property issued an Invitation for Bids to be received and opened by the Real Estate Department on July 9, 1991. In response to the Invitation for Bids, the Department received requests from eleven companies, of which nine met the minimum standards to bid. Of the nine companies that met the minimum standards, one submitted a bid. The sole bid, received from S & F/MEDA, (a joint partnership between S & F Parking and Mission Economic Development Association) would provide the City with 18 percent of gross revenues after deducting the City's Parking Taxes, or a minimum of \$4,000 per month, whichever is larger, as the rent to be paid to the City for the parking facility. The estimated annual lease revenues under this proposed lease should be between approximately \$50,000 to \$55,000. However, according to Mr. Kevin Hagerty of the Department of Parking and Traffic, the exact lease amount beyond the annual minimum of \$48,000 is difficult to project since this would be the first year of the lease.

The Mission Bartlett Parking Garage is currently an unsecured metered parking facility. Under the terms of the proposed lease, the lessee, at their own expense, would be required to convert the facility to a secured attended parking facility. The lessee would be required within thirty days of signing the lease to make the following capital improvements to the facility: install security fencing, gates and cameras, and revenue control and related equipment. The estimated cost of these capital improvements is between \$90,000 to \$100,000.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The Mission-Bartlett Parking Garage currently accommodates a total of 361 parking spaces, including 14 unmetered parking spaces provided for handicapped parkers. The Parking and Traffic Department is in the process of relocating its approximately 347 parking meters from the facility to other metered sites in the City. The City's parking meter maintenance crews are removing the parking meter heads for use as replacements for broken meters in existing locations and for new locations rather than purchasing additional new meters. Mr. Ben Beckman, Superintendent of the Parking Meter Repair Division, reports that his Division is currently in need of additional meters.

Currently, the City receives annual revenues of approximately \$100,000 from the Mission-Bartlett Parking Garage's parking meters. The Mission-Bartlett Parking Garage's parking meter rate is currently set at 30¢ an hour. Of the approximate 347 parking meters, 97 allow eight-hour parking and the remaining 250 allow two-hour parking. The longer parking time is provided for work-hour parking for the employees of local area merchants.

**Comments:**

1. According to Mr. Hagerty, the Department of Parking and Traffic has expenses of approximately \$44,000 per year in maintaining the Mission-Bartlett Parking Garages. With parking meter revenues of approximately \$100,000, the Garages's net revenues are \$56,000. Gross parking meter revenues are allocated by formula. The first \$6 million of parking meter revenues received are allocated to the City's General Fund and amounts over \$6 million are allocated to the Off-Street Parking Fund. The Off-Street Parking Fund finances the operating costs of the Mission-Bartlett Parking Garage. As a result of this formula, the Department of Parking and Traffic estimates that the \$56,000 in net parking meter revenues from the Mission-Bartlett Parking Garage is allocated to the General Fund while the \$44,000 in annual expenses is allocated to the Off-Street Parking Fund.

2. The proposed lease agreement would provide for hourly parking at a rate of 50¢ per hour, 20¢ per hour more than the current 30¢ per hour parking meter rate, with a maximum of \$5.00 if parked over ten hours. The overnight rate would be \$3.00. Currently, there is no charge during the evenings because the parking meters do not require payment after 6 p.m. or on Sundays. Monthly parking for local employees and residents would be \$60.00. Mr. Hagerty estimates current demand for monthly parking to be approximately 100 parking spaces. However, if the demand for hourly parking spaces exceeds the spaces available, the number of monthly parking spaces would be reduced accordingly. According to Mr.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Hagerty, the parking rates will increase along with the other City-owned parking lot rates as a result of the increase in the City's Parking Tax. The exact new rates have not yet been decided, but are subject to the review and separate legislative approval of the Board of Supervisors.

3. The revenues paid from the operation of a parking facility by a lessee to the City are allocated according to requirements distinct from the revenues received from parking meters. Under the proposed lease method, the lessee would operate Mission-Bartlett as a secured attended parking facility and would be required to pay City parking taxes in addition to lease payments to the General Fund. As reflected below, the proposed secured parking facility would generate greater revenues for the City and the General Fund than the current parking meter operation.

4. In contrast to the parking meters, Mr. Hagerty estimates that the proposed operation of the Mission-Bartlett Parking Garage as a secured attended parking facility would result in City Parking Tax revenues of approximately \$60,000 per year and would earn lease revenues for the General Fund of at least \$48,000 per year based on the minimum of \$4,000 in lease payments per month, for a total of \$108,000 annual revenues. Of the \$60,000 estimated to be received in Parking Tax revenues, two-thirds of the present 15% Parking Tax is allocated to the General Fund and one third of the 15% Parking Tax is allocated to the Senior Citizens Programs Fund. The revenue from the additional 10% Parking Tax Surcharge is allocated entirely to the City's General Fund. As a result, \$48,120 of the estimated annual Parking Tax revenues would be allocated to the General Fund and \$11,880 would be allocated to the Senior Citizens Programs Fund.

5. The following summary compares revenues and expenses under current parking meter operations with the estimated revenues under the proposed leased operation:

	<u>Annual Revenues</u>	
	<u>Current Operation with Parking Meters</u>	<u>Proposed Secured Attended Garage Operation</u>
Parking Meter Revenues	\$100,000	-
Expenses	(44,000)	-
Parking Tax Revenues	-	\$60,000
Lease Revenues	-	<u>48,000</u> (minimum of \$4,000 per month)
<b>Net City Revenues</b>	<b>\$56,000</b>	<b>\$108,000</b>

Total City Revenues are Allocated as Follows:

General Fund	56,000	96,120 *
Senior Citizens Fund	-	11,880

\*Includes \$48,120 in Parking Tax revenues.

6. Mr. Hagerty reports that the impetus for changing the operation of the Mission-Bartlett Parking Garage is the increasing number of complaints from the local merchants in the area that the conditions at the facility discourage potential customers to shop in this area. According to Mr. Hagerty, there is an increasing sense that the facility is not safe because of the number of homeless persons loitering about the facility and unseemly conditions of the the facility. The Department intends that as a secured attended parking facility, the Mission-Bartlett Garage would be kept clean and safe and better serve the area's merchants and residents.

**Recommendation:** Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



August 7, 1991

Item 1c - File 65-91-6

**Department:** Public Utilities Commission  
Water Department

**Item:** Ordinance approving a renewal of a five-year lease of approximately 50 acres of watershed land

**Location:** A portion of the Calaberas Reservoir, Santa Clara County

**Purpose of Lease:** Radar Range Facility

**Area:** Approximately 50 acres

**Lessee:** Space Systems/Loral, Inc.

**Annual Revenue :** \$164,400, with annual rent increases in direct proportion to any percentage increase in the Consumer Price Index (CPI)

**Total Revenue:** \$890,443 to \$1,003,678, based on annual rent increases of between four and ten percent for the five-year lease period

**% Increase Over Previous Lease:** 95.6 percent

**Term of Lease:** August 1, 1991 to July 31, 1996

**Right of Renewal:** Two five-year options

**Description:** The San Francisco Water Department owns watershed land located at the Southern end of the Calaberas Reservoir in Santa Clara County. The proposed lease would authorize the Public Utilities Commission to lease approximately 50 acres of that land to Space Systems/Loral, Inc. for use as a Radar Range Facility (Satellite Antenna Research Test Facility).

**Comment:**

1. According to the proposed ordinance, annual rent for the property at the Calaberas Reservoir would be \$164,000. According to the proposed lease, annual rent for the property would be \$164,400, or \$13,700 per month. Therefore, the proposed ordinance should be amended to include \$164,400, not \$164,000, annual rent.
2. Section 7.402-1 of the Charter requires that lease of real property in excess of ten years and having an anticipated revenue to the City of \$1 million or more shall be subject to Board of Supervisors approval by ordinance. The total estimated revenue from rental of the property over the five-year period, including revenues from the estimated CPI adjustments, would be \$890,443 to \$1,003,678 based on annual

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

rent increases of between four and ten percent, and the lessor would have two five-year options to renew the proposed lease. Therefore, the lease is subject to approval of the Board.

3. Space Systems/Loral, Inc., was previously named Philco-Ford Corporation. The approximately 50 acres at the Calaberas Reservoir have been leased to Philco-Ford Corporation since August 1, 1973. The rent for the final year of the previous lease, from July 31, 1990 to August 1, 1991, was \$84,060. The proposed annual revenue of \$164,400 represents a 95.6 percent increase.

4. According to the proposed lease, annual rent would be increased in direct proportion to any percentage increase in the U.S. Bureau of Labor Statistics Consumer Price Index. As stated in the proposed lease, each increase would be at least four percent and at most ten percent per year.

5. The Public Utilities Commission approved a Resolution (No. 91-0257) on July 9, 1991 approving the terms and conditions of the proposed lease.

6. Mr. Allan Lucas of the San Francisco PUC Water Department's Millbrae Office reports that since the lease would begin August 1, 1991, and the Board of Supervisors will not be able to approve the lease until after August 1, 1991, the PUC will need retroactive approval. Therefore, amend the proposed ordinance to approve the lease retroactively.

7. According to Mr. Lucas, based on PUC policy, the PUC determined the fair market value of the property by using the rental rate based on a percentage of comparable vacant land values plus the capitalized depreciated value of improvements built by the lessee. Mr. Lucas reports that the proposed lease represents the fair market value.

**Recommendation:** Amend the proposed ordinance to include \$164,400 instead of \$164,000 in annual rent. Amend the proposed ordinance to approve the lease retroactively. Approve the proposed ordinance as amended.



Item 1d - File 147-91-7

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$10,000.

**Amount:** \$10,000

**Source of Funds:** Federal Library Services and Construction Act through the California State Library

**Grant Period:** September 30, 1991 through November 30, 1991

**Grant Project:** Development of Grandparents and Books Programmes

**Project Description:** On June 27, 1991, the California State Library made funds available in Federal Library Services and Construction Act funds for the development of Grandparents and Books Programmes in public libraries. The proposed grant would fund an intergenerational program at two San Francisco Branch Libraries (Bayview-Waden Branch and Portola Reading Center) in which senior volunteers would be organized to read to children. Librarians would recruit and train older adults from the Bayview-Hunters Point and Portola communities in techniques of reading to and sharing literature with children aged five to 13.

Grant funds would allow the San Francisco Public Library to purchase the children's books needed to support the program. According to Ms. Grace Ruth of the San Francisco Public Library, no similar program exists in the City. This program would provide a model for expansion into other San Francisco Public Library branches in future years.

**Grant Budget:** The Library would expend the \$10,000 as follows:

Books and Related Materials (picture stories, folk tales, fiction)	\$9,500
Indirect Costs @ five percent	<u>500</u>
TOTAL	\$10,000

**Local Match:** None

**Indirect Costs:** \$500 @ five percent (see Comment 3)

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. The grant period of two months reflects the amount of time allotted for the purchase of books and materials, not the length of the program. The Grandparents and Books Programme would be on-going.
2. According to Ms. Ruth, staff time for purchase of the books and volunteer training and recruitment would be incorporated into the duties of existing personnel. Although not a required match, Ms. Ruth estimates that the equivalent of one librarian would devote a total of one week per year to the program, at a cost of approximately \$768 to \$928 per year, including salary plus fringe benefits. Funds to support Library personnel come from the City's General Fund.
3. The proposed resolution does not include language pertaining to indirect costs, although the Public Library has budgeted indirect costs into the total grant amount. Therefore, the proposed resolution should be amended to state that the grant includes indirect costs in the amount of \$500, or five percent of the grant funds.
4. This would be a one-time only grant, Ms. Ruth reports.
5. The application deadline for the proposed grant was July 29, 1991. Therefore, the proposed resolution should be amended to authorize the Library to apply for the proposed grant retroactively.
6. Ms. Katharine Gilmartin of the Public Library reports that the Library is confident it will receive the full \$10,000 grant.
7. According to the proposed resolution, this program would be for fiscal year 1990-91. However, the proposed grant funding would occur from September 30, 1991 through November 30, 1991, which would be during the City's fiscal year 1991-92. The proposed resolution should therefore be amended to specify fiscal year 1991-92.
8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal/State grant.

**Recommendation:**

Amend the proposed resolution to state that the grant includes indirect costs in the amount of \$500, or five percent of the grant funds. Amend the proposed resolution to authorize the Library to apply for the grant retroactively. Amend the proposed resolution to specify fiscal year 1991-92. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

Grantor California State Library  
 Contact Person Grace Ruth  
 Address San Francisco Public Library  
Office of Children's Services, Civic Center,  
CA 94102  
 Amount Requested \$ 10,000  
 Term: From 9/30/1991 To 11/30/1991  
 Health Commission \_\_\_\_\_

Division LIBRARY  
 Section Children's Services  
 Contact Person Grace Ruth  
 Telephone 557-4272  
 Application Deadline July 29, 1991  
 Notification Expected late August/early September 1991  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 10,000 from the period of 9/30/1991 to 11/30/1991 to provide extended SFPL library \_\_\_\_\_ services to children.

II. Summary: (Concise summary of need, objectives, activities, and services)

To develop an intergenerational program at two libraries (Bayview-Waden and Portola), based on a successful program at the Los Angeles Public Library. This pilot program will provide a model for expansion into other San Francisco Public Library branches in future years. Librarians will recruit and train older adults from the Bayview-Hunters Point and Portola communities in techniques of reading to and sharing literature with children ages 5-13. By reading to children in neighborhood libraries, older people promote cross generational understanding and sharing of cultural traditions, while enhancing reading skills. The grant will allow San Francisco Public Library to purchase the children's books needed to support such a program.

III. Outcomes/Objectives:

continue the San Francisco Public Library's commitment to develop programs that foster partnership with other agencies; to extend the concept of using volunteers in specialized programming for children; to promote intergenerational programs; to increase read-aloud opportunities for children at the San Francisco Public Library.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds would reduce or terminate our ability to purchase the children's books needed to support this program.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Org.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	<u>0</u>	<u>0</u>	<u>\$10,000</u>	<u>N/A</u>		
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.			<u>\$9500</u>			
Facilities/Space						
Other						
Direct Costs			<u>\$500</u>			

VI. Data Processing:

(None included above)

VII. Personnel:

CSC \_\_\_\_\_  
 CSC \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: \_\_\_\_\_

1. Grant funded employees be retained after this grant terminates? If so, how? \_\_\_\_\_

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

**Comments:**

1. The grant period of two months reflects the amount of time allotted for the purchase of books and materials, not the length of the program. The Grandparents and Books Programme would be on-going.

2. According to Ms. Ruth, staff time for purchase of the books and volunteer training and recruitment would be incorporated into the duties of existing personnel. Although not a required match, Ms. Ruth estimates that the equivalent of one librarian would devote a total of one week per year to the program, at a cost of approximately \$768 to \$928 per year, including salary plus fringe benefits. Funds to support Library personnel come from the City's General Fund.

3. The proposed resolution does not include language pertaining to indirect costs, although the Public Library has budgeted indirect costs into the total grant amount. Therefore, the proposed resolution should be amended to state that the grant includes indirect costs in the amount of \$500, or five percent of the grant funds.

4. This would be a one-time only grant, Ms. Ruth reports.

5. The application deadline for the proposed grant was July 29, 1991. Therefore, the proposed resolution should be amended to authorize the Library to apply for the proposed grant retroactively.

6. Ms. Katharine Gilmartin of the Public Library reports that the Library is confident it will receive the full \$10,000 grant.

7. According to the proposed resolution, this program would be for fiscal year 1990-91. However, the proposed grant funding would occur from September 30, 1991 through November 30, 1991, which would be during the City's fiscal year 1991-92. The proposed resolution should therefore be amended to specify fiscal year 1991-92.

8. Attached is a Summary of Grant Request as prepared by the San Francisco Public Library for the proposed Federal/State grant.

**Recommendation:**

Amend the proposed resolution to state that the grant includes indirect costs in the amount of \$500, or five percent of the grant funds. Amend the proposed resolution to authorize the Library to apply for the grant retroactively. Amend the proposed resolution to specify fiscal year 1991-92. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item No. \_\_\_\_\_

## Summary of Grant Request

Rev. 4/10/90

Grantor California State Library  
 Contact Person Grace Ruth  
 Address San Francisco Public Library  
Office of Children's Services, Civic Center,  
CA 94102  
 Amount Requested \$ 10,000  
 Term: From 9/30/1991 To 11/30/1991  
 Health Commission \_\_\_\_\_ Board of Supervisors \_\_\_\_\_

Division LIBRARY  
 Section Children's Services  
 Contact Person Grace Ruth  
 Telephone 557-4272  
 Application Deadline July 29, 1991  
 Notification Expected late August/early September 1991  
 \_\_\_\_\_ Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (how) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 10,000 from the period of 9/30/1991 to 11/30/1991 to provide extended SFPL library children's services to \_\_\_\_\_

II. Summary: (Concise summary of need and current services + groups served, services and providers)

To develop an intergenerational program at two libraries (Bayview-Waden and Portola), based on a successful program at the Los Angeles Public Library. This pilot program will provide a model for expansion into other San Francisco Public Library branches in future years. Librarians will recruit and train older adults from the Bayview-Hunters Point and Portola communities in techniques of reading to and sharing literature with children ages 5-13. By reading to children in neighborhood libraries, older people promote cross generational understanding and sharing of cultural traditions, while enhancing reading skills. The grant will allow San Francisco Public Library to purchase the children's books needed to support such a program.

III. Outcomes/Objectives:

to continue the San Francisco Public Library's commitment to develop programs that foster partnership with other agencies; to extend the concept of using volunteers in specialized programming for children; to promote intergenerational programs; to increase read-aloud opportunities for children at the San Francisco Public Library.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds would reduce or terminate our ability to purchase the children's books needed to support this program.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	0	0	\$10,000	N/A		
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.			\$9500			
Facilities/Space						
Other						
Indirect Costs			\$500			

VI. Data Processing:

(omit if not applicable)

VII. Personnel:

WT CSC \_\_\_\_\_  
 WT CSC \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: \_\_\_\_\_

Will grant funded employees be retained after this grant terminates? If so, how? \_\_\_\_\_

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)





Item 1e - File 172-91-7

- Department:** Juvenile Probation
- Item:** Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with the California Youth Authority.
- Amount:** \$3,611 per month per juvenile, or 1/30 of that amount (approximately \$120) per day per juvenile for stays not to exceed 90 days.
- Source of Funds:** General Fund, included in Juvenile Probation's FY 1991-92 budget.
- Contract Period:** July 1, 1991 through June 30, 1992 (See Comment #1).
- Description:** The California Youth Authority (CYA), located in Sacramento County provides diagnostic and treatment services and temporary detention of minors. San Francisco juveniles, who are in need of more intensive screening or incarceration than is available at the City's Juvenile Hall, are sent to the CYA by the Juvenile Court. The CYA conducts psychological testing and diagnosis, evaluates social histories and prepares recommendations for case disposition. According to State law, juveniles can be detained for diagnostic treatment and observation for up to 90 days.
- Comments:**
1. As noted above, the contract period for the proposed contract is July 1, 1991 through June 30, 1992. Ms. Patricia Grice, Manager of Finance and Administration of the Juvenile Probation Department, reports that CYA has been providing services since July 1, 1991. Therefore the proposed resolution should be amended to authorize the Juvenile Probation Department to renew a contract with the California Youth Authority retroactively. Ms. Grice indicates that the Juvenile Probation Department has not yet paid the CYA for services provided since July 1, 1991, but the CYA would be paid pending approval of the proposed resolution by the Board of Supervisors.
  2. The amount spent on this contract depends on the number of juveniles and the duration of each juvenile's stay at the CYA facilities. Ms. Grice reports that the Juvenile Probation Department has no control over the number of juveniles which the Courts order to the CYA facilities. Mr. Matt Castro of the Juvenile Probation Department reports that the Department's actual expenditures for CYA services for FY 1990-91 were \$106,812 (989 days at \$108 per day or \$3,240 per month). Ms. Grice indicates that the Department has

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

included \$130,000 (approximately 1,083 days at \$120 per day or \$3,611 per month) in its FY 1991-92 budget request for CYA services. The City's Juvenile Hall rate is \$119 per day. Ms. Grice reports that based upon actual expenditures for CYA services during FY 1990-91, the Department does not anticipate expending more than the \$130,000 which the Department has budgeted for CYA services in FY 1991-92.

3. The per placement cost of diagnosis and treatment at CYA facilities is set by the State at a standard rate for all Juvenile Courts in California. The City does not have an opportunity to negotiate with the State regarding the rates charged.

**Recommendation:** Amend the proposed resolution to authorize the Chief Probation Officer to renew a contract with the California Youth Authority retroactively. Approve the proposed resolution as amended.

Item 2 - File 127-91-8.1

**Item:** Ordinance which amends the Municipal Code to increase the Parking Tax Surcharge from 5% to 10% effective September 1, 1991.

**Description:** In June of 1980, the voters in San Francisco approved a 10% Parking Tax Surcharge (Proposition R) in addition to the existing 15% Parking Tax, thereby increasing the effective Parking Tax rate from 15% to 25% of parking fees charged at City-owned garages and privately-owned garages. After approval of this increase by the voters in June of 1980, the Board of Supervisors approved five six-month deferrals and one three-year deferral of its implementation. In December of 1985, the Board of Supervisors lifted the deferral on 5% of the deferred 10% Surcharge, effective March 1, 1986, thereby effecting a 20% total Parking Tax and Surcharge, and continued to defer the remaining 5% of the 10% Parking Tax Surcharge authorized by the voters in 1980. On July 29, 1991 the Board of Supervisors approved the remaining 5% Surcharge to be effective August 1, 1991. Therefore, the total effective Parking Tax is 25% (15% Parking Tax plus 10% Parking Tax Surcharge).

**Comments:** 1. Two-thirds of the present 15% Parking Tax is allocated to the General Fund and one third of the 15% Parking Tax is allocated to the Senior Citizens Programs Fund. Proposition R required that the revenue from the additional 10% Parking Tax Surcharge be deposited entirely in the City's General Fund. The current 10% surcharge is allocated entirely to the General Fund.

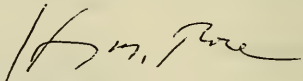
2. The estimated amounts of the Parking Tax and the Parking Tax Surcharge, as included in the 1991-92 budget amount, are as follows:

	Total Amount	Amount Allocated to General Fund	Amount Allocated to Senior Citizens Programs Fund
15% Parking Tax	\$18,000,000	\$12,000,000	\$6,000,000
5% Parking Tax Surcharge	6,000,000	6,000,000	-
5% Parking Tax Surcharge	5,500,000	5,500,000	-
Total 15% Parking Tax and 10% Parking Tax Surcharge	\$29,500,000	\$23,500,000	\$6,000,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. As noted above, assuming an effective date of August 1, 1991 the additional five percent Parking Tax Surcharge would generate \$5,500,000 in Fiscal Year 1991-92. However, the proposed ordinance would make the effective date September 1, 1991. According to Mr. Ed Harrington, the Controller, the proposed ordinance would not reduce the amount of revenue the City will generate from the 5% Parking Tax Surcharge. Because the proposed ordinance would not rescind the previous ordinance that made the effective date August 1, 1991 nor would the proposed ordinance reduce the current 25 percent Parking Tax rate, Mr. Harrington states that the City would retain the increased five percent Parking Tax Surcharge collected during the month of August if the Board of Supervisors approves the proposed ordinance. In addition, Mr. Richard Sullivan of the Tax Collector's Office advises that it would be logistically impossible to reimburse all of the parkers who would have paid the Parking Tax in the month of August.

**Recommendation:** Implementation of the latest 5% Parking Tax Surcharge to be effective September 1, 1991 is a policy decision for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden

Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

SF  
\$90.25  
#2  
1/14/91

CALENDAR - ACTION TAKEN  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

AUG 19 1991

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, AUGUST 14, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 64-91-23. [Lease of Property] Resolution authorizing extension of an existing lease of vacant land at Army and Evans Streets for the Department of Public Works. (Real Estate Department)
  - b. File 64-91-24. [Lease of Property] Resolution authorizing lease of vacant land at the southeast corner of Bryant and Division Streets, for use by Municipal Railway, for storing trolley poles. (Real Estate Department)
  - c. File 138-91-6. [State Board of Control] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$230,850 made available through the State of California for a project entitled "Joint Powers Agreement with Victim Witness Assistance Center", for Fiscal Year 1991-92. (Mayor)
  - d. File 138-91-7. [Grant - State Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$286,991 available through the Office of the Criminal Justice Planning for a project entitled "Victim Witness Assistance Center", for the twelve month period July 1, 1991 through June 30, 1992. (Mayor)
  - e. File 146-91-62. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for a grant of \$315,000, which includes indirect costs in the amount of \$27,716 based on 20% of the personnel costs, from Centers for Disease Control for HIV Services and Adolescents at High Risk, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)



- f. File 146-91-63. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to apply for a grant of \$315,000, which includes indirect costs in the amount of \$17,753 based on 20% of the personnel costs, from Centers for Disease Control for HIV Services and Adolescents at High Risk, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- g. File 101-88-84.2. [Release of Funds] Requesting release of reserved funds, Parking Authority, in the amount \$65,350, for additional expenditures for the Polk-Bush Parking Garage Project; see Files 101-88-84 and 101-88-84.1. (Department of Parking and Traffic)
- h. File 133-89-1.3. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer-Solid Waste Management Program, in the amount \$16,600, to conduct market research study and survey of recycling activities in San Francisco's business community. (Chief Administrative Officer)
- i. File 101-90-57.2. [Release of Funds] Requesting release of reserved funds, Airports Commission, in the amount of \$1,724,441, for Contract No. 1721, awarded to Evans Brothers, Inc., for repairing and reconstructing approximately 4,000 feet of dike to protect airfield from tidal and wave action. (Airports Commission)

ACTION:

#### REGULAR CALENDAR

2. File 97-91-43. [Prevailing Wages/Leases] Ordinance amending Administrative Code by adding Section 6.36-A, extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant. (Supervisor Hallinan)

(Consideration continued from 7/31/91)

ACTION:

3. File 101-91-5. [Government Funding] Ordinance appropriating \$66,000, Sheriff Department, for professional services - Prop J/CSC. RO #91032. (Controller)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

SF Public Library (2)  
Document Section

D 0313





## BOARD OF SUPERVISORS

## BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 12, 1991

TO: Finance Committee

FROM: Budget Analyst - Recommendations

SUBJECT: August 14, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

AUG 14 1991

SAN FRANCISCO  
PUBLIC LIBRARYItem 1a - File 64-91-23

**Departments:** Real Estate  
Department of Public Works (DPW)

**Item:** Resolution authorizing the extension of an existing lease of vacant land.

**Location:** Army and Evans Streets

**Purpose of Lease:** Provides space for the storage of heavy equipment and recycled road materials.

**Lessor:** Pacific Gas and Electric (PG&E) Company

**Term of Lease:** July 1, 1991 to June 30, 1992

**No. of Sq.Ft. and Cost/Month:** 170,000 sq.ft. @ \$0.135 sq.ft./mo = \$23,000 rent/month

**Annual Cost:** \$276,000

**% Increase over 1990-91:** The \$23,000 per month rental represents a 597 percent increase from the 1990-91 monthly rental amount of \$3,300.

**Utilities and Janitor Provided by Lessor:** No

**Right of Renewal:** Four one-year option periods remain

**Source of Funds:** DPW Street and Sewer Repair Budget (Gas Tax and Clean Water Program)

**Comments:**

1. Mr. Steve Legnitto of the Real Estate Department reports that the DPW has been under a lease agreement with P.G.&E., for the vacant land at Army and Evans Street, since September of 1980. Mr. Legnitto advises that prior to the proposed lease extension, P.G.&E had charged the City a rental amount which was less than the fair market value for the property. According to Mr. Legnitto, the \$23,000 monthly rental included in the proposed lease extension by P.G.&E., represents the current fair market value for the rental of the property.

2. Mr. Scott Shoaf of the DPW reports that maintaining storage of the Department's heavy equipment and the recycled road materials at the Army and Evans Streets site is essential to the Department's operations. Mr. Shoaf advises that, due to the significant increase in the monthly rental amount for the property, the Department is now in discussions with the Real Estate Department regarding the possibility of purchasing the subject property from P.G.&E.

3. As noted above, the proposed lease extension has an effective date of July 1, 1991. Therefore, the proposed legislation should be amended to authorize the extension of the existing lease of vacant land at Army and Evans Streets retroactive to July 1, 1991.

**Recommendation:** Amend the proposed legislation to authorize the extension of the existing lease retroactive to July 1, 1991 and approve the proposed legislation as amended.

Item 1b - File 64-91-24

**Department:** Real Estate Department

**Item:** Resolution authorizing the lease of vacant land from the State of California for use by the San Francisco Municipal Railway (MUNI)

**Location:** Southeast corner of Division and Bryant Streets

**Purpose of Lease:** Space would be used to store MUNI's trolley poles.

**Lessor:** State of California, Department of Transportation (CALTRANS)

**No. of Sq. Ft. and Cost per Month:** 18,700 square feet at \$720 per month (\$0.0385/ sq. ft/ month)

**Annual Cost:** \$8,640

**% Increase Over 1990-91:** 25.2 percent increase over 1990-91

**Utilities and Janitor Services Provided by Lessor:** None. Lease requires City to maintain adequate lighting on the premises.

**Term of Lease:** August 1, 1991 through July 31, 1993

**Source of Funds:** Funds included in 1991-92 Hetch Hetchy Project Budget

**Description:** The Real Estate Department requests approval of this resolution to authorize the continuation of a lease of 18,700 square feet of vacant land owned by CALTRANS, located at Division and Bryant Streets. MUNI presently uses the leased land to store trolley poles.

MUNI has leased the property for \$575 per month since August 1, 1989. The current lease expired on July 31, 1991. At a public auction held on June 17, 1991 by CALTRANS, the Real Estate Department bid the new monthly rental rate of \$720 for the property. The \$720 proposed monthly rental rate represents a 25.2 percent increase over the previous monthly rental rate of \$575.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Mr. Lloyd Gardner of the Real Estate Department advises that CALTRANS received two bids at the public auction, a bid of \$660 per month and the City's bid of \$720 per month.
2. The new lease would result in an increase in annual rental expenditures of \$1,740, from \$6,900 to \$8,640. Although the property is used to store MUNI overhead trolley poles, the funds for rental of the property are budgeted under the Hetch Hetchy Project. A total of \$8,495 (rental of \$720 per month multiplied by 11 months, plus one month's rent at \$575 per month) is included in the Hetch Hetchy Project's 1991-92 budget.
3. The old lease expired on July 31, 1991, and the new lease became effective August 1, 1991. The proposed resolution should therefore be amended to authorize, retroactively, the lease of vacant land from CALTRANS.

**Recommendation:** Amend the proposed resolution to retroactively authorize the lease of vacant land from the State of California. Approve the proposed resolution as amended.

Item 1c - File 138-91-6

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend continuation State grant funds, which includes indirect costs in the amount of \$11,543 based upon approximately five percent of the total proposed grant.

**Source of Grant:** California State Board of Control, Victims of Crime Program

**Amount:** \$230,850

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Joint Powers Agreement with Victim Witness Assistance Center

**Description:** This would be the sixth year of State funding for this project. The Victim/Witness Center Project (Center), administered by the District Attorney's Office, provides a broad range of services to victims of crime, including the following: (1) crisis intervention and emergency services; (2) training and public awareness programs; (3) orientation to the local criminal justice agencies; and (4) the filing of victim claim forms for compensation through the State Board of Control. A victim claim is an out-of-pocket expense such as a medical expense incurred by a victim.

In FY 1986-87, the first Joint Powers Agreement, between the State Board of Control and the Victim/Witness Center was approved by the Board of Supervisors so that the filing of victim claims could be accomplished locally. Prior to 1986, the majority of claims were processed by State Board of Control staff in Sacramento. This agreement authorized the Center a staff position and transferred the major responsibility for claims verification from the State to the Center. The ability to verify claims locally results in expediting payments being made to victims of crime from an average of five months to three months.

**No. of Persons to be Served:** Approximately 1,500 victims.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 14, 1991

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Executive Director	.10	\$6,030
	Victim Claims Coordinator	.90	38,058
	Claims Specialist	.10	3,039
	Victim/Witness Technician	4.80	127,096
	Senior Clerk Typist	.30	8,511
	Bookkeeper	.10	3,374
	Fringe Benefits		<u>16,031</u>
	Subtotal Personnel	6.30	\$202,139
	<u>Operating Expenses</u>		
	Travel		\$4,982
	Telephone		3,651
	Copying		1,948
	Office Supplies		2,309
	Equipment		439
	Postage		600
	Training		930
	Audit		<u>2,309</u>
	Subtotal - Operating Expenses		\$17,168
	Indirect Costs (5% of total program budget)		<u>11,543</u>
	Total Program Budget		\$230,850

**Required Match:** None

**Indirect Costs:** \$11,543 or approximately 5 percent of the total proposed grant.

**Comments:** 1. Ms. Donna Medley of the District Attorney's Office reports that the the District Attorney's Office submitted the proposed legislation to the Board of Supervisors on May, 22, 1991, however, because the application deadline for the proposed grant was June 14, 1991, the District Attorney's Office has already applied for the proposed grant. Therefore, the proposed grant should be amended to authorize the District Attorney's Office to apply for the proposed grant retroactively.

2. Ms. Medley indicates that although the proposed grant period is July 1, 1991 through June 30, 1992, the District Attorney's Office has not yet accepted or expended the proposed grant funds. Ms. Medley reports that the District Attorney's Office has been notified that \$230,850 in grant

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



funds would be awarded to the District Attorney's Office, but accepting and expending the proposed grant funds is pending authorization by the Board of Supervisors. Ms. Medley explains that since the proposed grant is a continuation grant, expenses have been incurred against the District Attorney's FY 1990-91 grant account with the State Board of Control in order to continue providing services, and when the proposed grant funds are received the account would be reimbursed.

3. Ms. Medley reports that funding for the Joint Powers Agreement is awarded to the District Attorney's Office from civil penalties and fines assessed against criminals in California. The amount which San Francisco receives annually is based upon a projection of the number of annual victim claims which would be processed by San Francisco. As noted above, a victim claim is an out-of-pocket expense, such as a medical expense, incurred by a victim.

4. \$4,584 of the \$4,982 budgeted for Travel would be used for mandatory training required by the State Board of Control in Sacramento, and \$398 would be used for local staff mileage. Ms. Medley reports that the State requires training on the Board of Control's new computer system, VOX, which automates victim compensation claims to the State. The \$930 budgeted for Training would be used for the Executive Director to attend one conference in Southern California for an overview and management training of the Board of Control's new computer system, VOX.

5. The proposed grant funds of \$230,850 represent an increase of approximately 37.4 percent over the \$168,000 in grant funds which the District Attorney's Office received in FY 1990-91.

6. The District Attorney's Office has prepared a "Summary of Grant Request" which is attached.

**Recommendation:**

Amend the proposed resolution to authorize the District Attorney's Office to apply for the proposed grant retroactively. Approve the proposed resolution as amended.

Grantor State Board of Control  
 Contact Person Al Schaden  
 Address P.O. Box 3036  
Sacramento, CA 95812-3036  
 Amount Requested \$ 230,850  
 Term: From 7/1/91 To 6/30/92  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Division District Attorney's Office  
 Section Victim/Witness Bureau  
 Contact Person Donna Medley  
 Telephone 415-553-9046  
 Application Deadline 6/14/91  
 Notification Expected 7/14/91

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a ~~(new)~~ (continuation) ~~(allocation)~~ ~~(augmentation to a)~~ grant in the amount of \$ 230,850 from the period of 7/1/91 to 6/30/92 to provide verification of victim compensation claims services.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

The State Board of Control has entered into a Joint Powers Agreement with the County since 1986. The Victim/Witness Bureau of the D.A.'s Office administers the Agreement by providing verification services for victims of violent crime who seek compensation for unreimbursed financial losses due to crime. Compensation is made through the State Restitution Fund which is established through criminal fines and penalties.

### III. Outcomes/Objectives:

Victim Compensation staff will verify approximately 1,500 regular and supplemental claims to earn 1,350 total claim credits for FY '91-'92 per requirements of the State Board of Control.

### IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds would decrease the number of victims applying for compensation, reduce the reimbursement to San Francisco service providers (primarily SFGH), and increase the amount of time to process victim claims.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>144,000</u>	<u>168,000</u>	<u>230,850</u>	<u>+ 62,850</u>	<u>0</u>	
Personnel	<u>57,958</u>	<u>150,797</u>	<u>202,139</u>	<u>+ 51,342</u>	<u>0</u>	
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
*Contract Svc.	<u>72,089</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Mat. & Supp.	<u>1,410</u>	<u>958</u>	<u>1,740</u>	<u>+782</u>	<u>0</u>	
Facilities/Space	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Other	<u>7,502</u>	<u>7,845</u>	<u>15,428</u>	<u>+7,583</u>	<u>0</u>	
Indirect Costs	<u>5,041</u>	<u>8,400</u>	<u>11,543</u>	<u>+3,143</u>		

### VI. Data Processing

(none included above)

N/A

N/A

N/A

N/A

N/A

### VII. Personnel

F/T CSC	<u>1</u>	<u>3</u>	<u>6</u>	<u>+3</u>	<u>N/A</u>
P/T CSC	<u>3</u>	<u>5</u>	<u>4</u>	<u>-1</u>	<u>N/A</u>
Contractual	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Office of Criminal Justice Planning, D.A.'s Office General Fund

Will grant funded employees be retained after this grant terminates? If so, How?  
Employees will be retained if other grant funds are available and applicable to their job classifications.

\*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exception Form)

Item 1d - File 138-91-7

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend continuation State grant funds, which includes indirect costs in the amount of \$14,350 or approximately five percent of the total proposed grant.

**Source of Grant:** California Office of Criminal Justice Planning

**Amount:** \$286,991

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Victim Witness Assistance Center

**Project Description:** This would be the 15th year of State funding for this project. The project provides a broad range of services to victims of crime including the following: (1) crisis intervention and emergency services (e.g., counseling, financial assistance); (2) information and referral services; (3) the filing of Victim of Crime Claim forms for compensation through the State Board of Control; (4) training and public awareness programs (e.g., presentations to community groups and public safety agencies); and (5) orientation to the criminal justice system (e.g., provision of verbal or printed information to victims/witnesses on the location, procedures and functions of the local criminal justice agencies).

**No. of Persons to be Served:** Approximately 2,400 victims

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Executive Director	.50	\$28,717
	Victim Witness Specialist II	2.10	88,780
	Victim Witness Specialist I	2.15	68,533
	Senior Clerk Typist	.80	21,625
	Victim Witness Technician	.75	18,915
	Student Interns (1,380 hrs. at \$5/hr.)		6,900
	Fringe Benefits		<u>24,573</u>
	Subtotal Personnel	6.30	\$258,043

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Operating Expenses

Travel (4 grant-related conferences - northern (3) and southern (1) California)	\$2,196	
Telephone	3,795	
Postage	607	
Copying	2,030	
Office Supplies	1,129	
Office Machine Rentals	706	
Emergency Assistance Funds	800	
Printing	265	
Program Supplies	200	
Audit	<u>2,870</u>	
Subtotal - Operating Expenses		14,598
<u>Indirect Costs (5% of total grant)</u>		<u>14,350</u>
Total		\$286,991

**Required Match:** None

**Indirect Costs:** \$14,350 or approximately 5 percent of the total grant.

**Comments:** 1. Ms. Donna Medley of the District Attorney's Office reports that the the District Attorney's Office submitted the proposed legislation to the Board of Supervisors on May, 22, 1991, however, because the application deadline for the proposed grant was June 14, 1991, the District Attorney's Office has already applied for the proposed grant.

2. Ms. Medley indicates that although the proposed grant period is July 1, 1991 through June 30, 1992, the District Attorney's Office has not yet accepted or expended the proposed grant funds. Ms. Medley reports that the District Attorney's Office has been notified that \$286,991 in grant funds would be awarded to the District Attorney's Office, but accepting and expending the proposed grant funds is pending authorization by the Board of Supervisors. Ms. Medley explains that since the proposed grant is a continuation grant, expenses have been incurred against the District Attorney's FY 1990-91 grant account with the State Board of Control in order to continue providing services, and when the proposed grant funds are received the account would be reimbursed.

3. Ms. Medley reports that funding for the Victim Witness Assistance Center, comes from civil penalties and fines assessed against criminals in California, and the amount which San Francisco receives is based upon a population

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

index and a crime index which projects the number of victim services which would have to be provided by San Francisco. Ms. Medley advises that these funds are legislatively earmarked to provide services for victims of crime.

4. The proposed grant of \$286,991 is the same amount of grant funds which the District Attorney's Office received for FY 1990-91.

5. Attached is the "Summary of Grant Request" prepared by the District Attorney for this State grant.

**Recommendation:**

Amend the proposed resolution to authorize the District Attorney's Office to apply for the proposed grant retroactively. Approve the proposed resolution as amended.



Item No. \_\_\_\_\_

DISTRICT ATTORNEY - Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning Division District Attorney  
 Contact Person Steven Hedrick Section Victim Witness Bureau  
 Address 1130 K Street, Suite 300 Contact Person Donna Medley  
Sacramento, Calif. 95814 Telephone 553-9046  
 Amount Requested \$ 286,991 Application Deadline \_\_\_\_\_  
 Term: From 7/1/91 To 6/30/92 Notification Expected \_\_\_\_\_  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) grant in the amount of \$286,991 from the period of 7/1/91 to 6/30/92 to provide comprehensive crime victim services.

II. Summary: (Concise history, need addressed, number & groups served, services and providers)

Since 1977, the Victim Witness Assistance Center has provided comprehensive services to victims of crime. In 1990-91, approx. 2400 new victims received crisis intervention and follow-up counseling, court case notification, criminal justice system advocacy, and other supportive services to protect them from re-victimization and aid them in recovering in the aftermath of crime.

III. Outcomes/Objectives:

- 1) To provide assessment and comprehensive services to 2,400 new victims; 1,060 continuing clients; and 40 non-victim witnesses.
- 2) To conduct 188 presentations/trainings to criminal justice system agencies, victim service organizations, community groups, schools, or media.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds means victims of crime would lose the only authorized advocacy personnel in the criminal justice system; rights would not be asserted; information would be unavailable; assistance in recovery would depend on private means.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$233,617	\$286,991	\$286,991	-		
Personnel	212,105	258,043	258,043	-		
Equipment	-	-	-	-		
*Contract Svc.	-	-	-	-		
Mat. & Supp.	1,523	1,329	1,329	-		
Facilities/Space	-	-	-	-		
Other	8,308	13,269	13,269	-		
Indirect Costs	11,681	14,350	14,350	-		

VI. Data Processing

(Leave blank unless shown)

	NA	NA	NA	NA	NA	NA

VII. Personnel

F/T CSC	3	3	2		
P/T CSC	4	4	7		
Contractual	0	0	0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 State Board of Control, D.A. General Fund

Will grant funded employees be retained after this grant terminates? If so, How?  
 Employees will be retained if other grant funds are available and applicable to the job classifications.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)



Item 1e - File 146-91-62

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to apply for a grant, which includes indirect costs of \$27,716, based on 20 percent of personnel costs and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of services.

**Grant Amount:** \$315,000

**Source of Grant:** Centers for Disease Control (CDC)

**Grant Period:** October 1, 1991 to September 30, 1992

**Project:** HIV Outreach Services for Adolescents at High Risk

**Description:** The proposed grant funds would be used to establish, coordinate, and institutionalize coalitions among health, education, social service and other programs to prevent behaviors that result in human immunodeficiency virus (HIV) infection and related priority health problems among youth aged 10-24 years in high-risk situations.

Specifically, the proposed grant funds would be used to identify local agencies, including education, social service and health service agencies that serve youth in high-risk situations. In addition, grant funds would be used to establish and maintain a coalition composed of representatives from local agencies, community groups, and youth who represent the target populations. The coalition would participate in all phases of program planning, development, implementation, institutionalization, and evaluation. Educational strategies, materials and resources would be disseminated to assist community agencies in providing effective programs.

**No. of Persons to be Served:** Approximately 2,000 youths.

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Finance Committee  
August 14, 1991

<b>Grant Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	.50	\$25,168
	Asst. Health Educator	2.00	81,016
	Clerk	.50	13,286
	Management Asst.	.50	<u>19,110</u>
	Personnel Subtotal	3.50	\$138,580
	Fringe Benefits @ 27 percent	-	<u>37,416</u>
	Total Personnel	3.50	\$175,996
	<u>Equipment</u>		
	IBM compatible computer and CDC-specified network service		5,500
	<u>Contractual Services</u>		71,043
	<u>Materials and Supplies</u>		
	Office and training supplies, telephone, postage and fax machine		18,420
	<u>Facilities/Space</u>		
	Annual rent for 750 square feet of office space		13,125
	<u>Travel</u>		
	Trip (2 staff x 2 trips @ \$800) for CDC required workshop on preventing HIV infection		3,200
	<u>Indirect Costs</u>		<u>27,716</u>
	Total		\$315,000
<b>Local Match:</b>	None		
<b>Indirect Costs:</b>	\$27,716 or approximately 20 percent of personnel excluding fringe benefits.		
<b>Comments:</b>	1. The application deadline for this grant is August 15, 1991. Since the Board of Supervisors will not consider the proposed resolution before August 15, 1991, the proposed resolution should be amended to give the Department authorization to apply for the grant retroactively.		

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Mr. Steve Purser of the DPH reports that the \$71,043 budgeted for Contractual Services would be awarded to a contractor under a Request For Proposal (RFP) process for a City-wide program to establish and coordinate a coalition of outreach efforts among local agencies and community groups who prevent HIV infection among high risk youths. Mr. Purser indicates that the RFP has not yet been issued, so the contractor details have not been finalized. However, it is anticipated that such details will be known prior to the approval of the Board of Supervisors for the acceptance and the expenditures of the grant funds.

3. Mr. Purser reports that the DPH has not yet identified an office space location for the \$13,125 budgeted for the rent of facilities/space, but the DPH anticipates that a location will be finalized prior to the time when the DPH requests permission from the Board of Supervisors to accept and expend the proposed grant.

4. According to Mr. Purser, if the City is awarded the proposed grant and the grant funds were reduced or terminated in the future, the DPH would attempt to find alternate sources of grant funding other than the General Fund for the Civil Service positions. If other funding sources could not be located, these positions would be reduced or terminated accordingly. The proposed grant provides for 3.50 FTEs.

5. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendation:** Amend the proposed resolution to authorize the Department to apply for the grant retroactively. Approve the proposed resolution as amended.

Grantor Centers for Disease Control Division CPHS  
 Contact Person Lloyd Kolbe Section Family Health  
 Address 255 E. PACES Ferry Rd. Rm. 300 Contact Person Stephen Purser  
Atlanta, GA 30305 Telephone (415) 554-2569  
 Amount Requested \$ 315,000 Application Deadline 08/15/91  
 Term: From 10/01/91 To 09/30/92 Notification Expected 09/09/91  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) ~~(XXXXXX)~~ a (new) ~~(XXXXXX)~~ grant in the amount of \$315,000 from the period of 10/01/91 to 09/30/92 to provide Adolescent HIV (Training) services.

II. Summary: (Concise summary; past addressed; number + groups served; services and providers)

The purpose of this grant is to coordinate and enhance HIV infection prevention education and outreach programs targeted at Youth in high-risk situations in San Francisco. It would expand the department's ability to integrate the efforts of public & private agencies to prevent HIV infection and related priority health problems among adolescents.

III. Outcomes/Objectives:

Strengthen and expand DPH coordinate of adolescent targeted HIV prevention efforts within the city; and with state and national organizations: Purchase, develop, distribute HIV education materials targeted at high risk Youth.

IV. Effects of Reduction or Termination of These Funds:

The department would not be able to expand its efforts to include Youth not currently being reached or to enhance the effectiveness of the city HIV infection prevention education programs.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$315,000			
Personnel			175,996			
Equipment			5,500			
*Contract Svc.			71,043			
Mat. & Supp.			18,420			
Facilities/Space			13,125			
Other (Travel)			3,200			
Indirect Costs			27,716			

VI. Data Processing

(data included above)

VII. Personnel

F/T CSC			2.0		
P/T CSC			1.25		
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: on other grants

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, those individuals in permanent position will be transferred to positions on other grant funds.

\*VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)

Item 1f - File 146-91-63

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to apply for a grant, which includes indirect costs of \$17,703, based on 20 percent of personnel costs and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of services.

**Grant Amount:** \$315,000

**Source of Grant:** Centers for Disease Control

**Grant Period:** October 1, 1991 to September 30, 1992

**Project:** HIV Services for Adolescents at High Risk

**Description:** This program would provide training and program expertise to agencies around the nation regarding San Francisco's experience providing HIV services to high risk adolescents. In collaboration with local, State and national agencies, 160 representatives from cities around the country would be trained through a total of three one-week workshops per year.

In addition to planning and implementing training workshops, program staff would interview potential training participants, provide technical assistance regarding HIV services for adolescents, help participants develop programs providing HIV services for adolescents, and create educational materials. The goal of the program would be to enhance the coalition-building and HIV infection prevention education efforts of multidisciplinary teams which serve youths at risk.

**No. of Persons  
to be Served:** 160 participants

<b>Grant Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	.50	\$25,168
	Asst. Health Educator	1.00	40,508
	Clerk	.50	13,286
	Management Asst.	.25	9,555

Personnel Subtotal	\$88,517
Fringe Benefits @ 27 percent	<u>23,899</u>

Total Personnel	2.25	\$112,416
-----------------	------	-----------

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
August 14, 1991

Contract Services - Training

Van Rental (\$900 per training x 3 workshops)	\$2,700
Training Presenters (2 presenters x \$1,000 x 3 workshops)	6,000
Lunches (30 presenters x 3 trainings x \$15)	1,350
Rooms and Equipment Rental (\$400 per training x 3 trainings)	1,200
Reproduction (\$1,750 x 3 trainings)	<u>5,250</u>

Total Contract Services - Training	\$16,500
------------------------------------	----------

Contract Services - Participant Related

Hotel Rooms (160 participants + 20 consultants x 4 days x \$78)	56,160
Air Travel (160 participants x \$500 r/t)	80,000
Meals (160 participants x 4 days x \$32)	20,480
Ground Transportation (160 x \$36)	<u>5,760</u>

Total Contract Services - Participant Related	162,400
---	---------

Materials and Supplies

Office and training supplies (newsprint, markers, etc.)	2,781
--	-------

Travel

Trip (2 staff x 2 trips @ \$800)	3,200
----------------------------------	-------

<u>Indirect Costs</u>	<u>17,703</u>
-----------------------	---------------

Total	\$315,000
-------	-----------

Local Match: None

- Comments:
1. Indirect costs of \$17,703 represent 20 percent of personnel costs, excluding fringe benefits.
  2. The application deadline for this grant is August 15, 1991. Since the Board of Supervisors will not consider the proposed resolution before August 15, 1991, the proposed resolution should be amended to give the Department authorization to apply for the grant retroactively.
  3. Mr. Steve Purser of the Department of Public Health reports that San Francisco currently has a training program for school district employees which would be used as a model for the proposed program. According to Mr. Purser, the five-year grant which funded the school training program will be ending this year, and employees from that program would be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



transferred to the proposed HIV Services for Adolescents at High Risk training program.

4. According to Mr. Purser, if the proposed grant were reduced or terminated, the DPH would attempt to find alternate sources of funding for the Civil Service positions. If other funding sources could not be located, these positions would be reduced or terminated accordingly. The proposed grant provides for 2.25 FTEs.

5. Financial assistance for travel, per diem, and lodging expenses for the 160 participants is included in the program budget at the request of the Centers for Disease Control.

6. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendation:** Amend the proposed resolution to authorize the Department to apply for the grant retroactively. Approve the proposed resolution as amended.

Division CPDH  
Section Family Health  
Contact Person Stephen Purser  
Telephone (415) 554-2569  
Application Deadline 08/15/91  
Notification Expected 09/15/91  
Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

-20-

Item 1g - File 101-88-84.2

**Department:** Department of Parking and Traffic,  
Parking Authority

**Item:** Release of Reserved Funds

**Amount:** \$65,350

**Source of Funds:** Off Street Parking Fund

**Description:** On March 8, 1989, the Board of Supervisors approved a supplemental appropriation of \$500,000, for the Parking Authority, for architectural contractual services, soils testing and other technical services that were required for the construction of a parking garage at the southeast corner of Polk and Bush Streets (File 101-88-84). Of the \$500,000 approved, \$350,000 was placed on reserve pending the Department of Parking and Traffic's submission of details regarding the number of hours, the hourly rates and the MBE/WBE status of the architectural contractor. The Finance Committee subsequently approved the release of \$284,650 of the \$350,000 in reserved funds, based on the Parking Authority's submission of the detailed information on the architectural contractor (File 101-88-84.1). The remaining \$65,350 was left on reserve.

The Department of Parking and Traffic, Parking Authority, is now requesting that the remaining \$65,350 of the \$500,000 be released from reserve. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that subsequent to the Finance Committee's release of the \$284,650, the Department has incurred additional expenditures in connection with the design and construction of the parking garage. The Department had previously projected expenditures of \$384,650 for architectural services and \$50,000 for soil testing and technical services for a total project expenditure of \$434,650. The Department is now projecting additional project expenditures of \$64,091, which would increase the total project expenditure to \$498,741. The \$64,091 includes \$26,332 for architectural services, \$17,000 for DPW project management and \$20,759 for other technical services. The Department of Parking and Traffic's total projected expenditures for architectural contractual services, soils testing and other technical services for this project, are detailed below:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 14, 1991

Architectural Contract (Including contract modifications)	\$410,982
DPW Survey Work	29,000
DPW Project Management	17,000
Sidewalk Vacation Fee	2,500
Movement of Light Poles	8,000
Arts Commission	2,500
Material Testing	4,500
Building Permit Application	7,747
Engineering Inspection	4,000
Building Permit	8,012
Pacific Gas & Electric Inspection	2,000
Building Inspection Fees	<u>2,500</u>
Total	\$498,741

**Comment:** The Department's total projected budget of \$498,741 is \$1,259 less than the \$500,000 appropriated for this project. Therefore, the additional funding required by the Department to pay for this project's projected expenditures is \$64,091 or \$1,259 less than the requested \$65,350 amount.

**Recommendation:** Release a total of \$64,091 and continue to reserve \$1,259.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1h- File 133-89-1.3

**Department:** Chief Administrative Officer (CAO)  
Solid Waste Management Program

**Item:** Release of Reserved Funds for the Solid Waste Management Program Market Research Study and Survey of Recycling Activities in San Francisco's Business Community

**Amount:** \$16,600

**Source of Funds:** Refuse Collection and Disposal fees impound account.

**Indirect Costs:** None

**Description:** The Board of Supervisors placed \$225,000 on reserve (Resolution number 515-89) from the FY 1989-90 Solid Waste Management Program budget for various projects pending the selection of contractors. Of the \$225,000 reserved funds, \$25,000 was to be used to conduct research to determine why certain business sectors and communities do not recycle materials and to design a program to motivate persons and businesses to recycle.

The proposed release of the reserved monies would fund the Solid Waste Management Program to conduct a market research study of recycling activities in San Francisco's business community through the Public Research Institute (PRI), a non-profit research organization affiliated with San Francisco State University. Information gained from the study would be used by the Recycling Program to target areas of the business sector to increase awareness of and participation in recycling programs. The study would also be used to improve and refine the Recycling Program services to the business community.

**Project Budget:**

<u>Personnel</u>	
Project Director (60 hrs. @ \$32.65/hr.)	\$1,959
Project Manager (100 hrs. @ \$21.69/hr.)	2,169
Data Manager (120 hrs. @ \$21.69/hr.)	2,603
Interview Supervisor (100 hrs. @ \$21.69/hr.)	2,169
Interviewers (250 hrs. @ \$10.00/hr.)	2,500
(based on 500 interviews)	
Clerical Support (40 hrs. @ \$10.00/hr.)	<u>400</u>
Subtotal Personnel	11,800
Fringe Benefits (10.6 percent)	<u>1,255</u>

Total Personnel \$13,055

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Phone List of Potential Survey Participants</u> (purchase)	\$550
<u>Duplication</u>	100
<u>Equipment and Supplies</u>	300
<u>Reports</u> (10 @ \$10.00)	100
<u>Contractor's Indirect Costs</u> (15 percent of total project budget)	<u>2,490</u>
TOTAL PROJECT BUDGET	\$16,595

**Comments:**

1. According to Ms. Amy Perlmutter of the Solid Waste Management Program, approximately six firms bid on the proposed contract, of which all but the PRI were MBE or WBE firms. However, Ms. Perlmutter reports, the Solid Waste Management Program criteria for choosing the contractor included cost and experience, and the PRI of San Francisco State University significantly underbid and had more direct experience than the MBE/WBE bidders.
2. As noted above, San Francisco State University is a local non-profit organization and not a MBE or WBE firm.

**Recommendation:** Release reserved monies in the amount of \$16,595.



Item 1i - File 101-90-57.2

**Department:** Airports Commission

**Item:** Request for release of reserved funds, by the Airports Commission, for Contract No. 1721, awarded to Evans Brothers, Inc., for repairing and reconstructing approximately 4,000 feet of dike to protect the airfield from tidal and wave action.

**Amount:** \$1,724,441

**Source of Funds:** Previously appropriated and reserved monies from the Airport's Capital Improvement Fund, 1967 General Obligation Bonds, 1975 Series A Revenue Bonds, 1977 Series B Revenue Bonds, 1981 Series C Revenue Bonds, 1983 Series D Revenue Bonds and 1990 Series E Revenue Bonds

**Description:** In March of 1991, the Board of Supervisors appropriated \$17,903,602 for various Airport capital improvement projects. Of the total of \$17,903,602, the Board of Supervisors reserved \$15,218,062 pending the provision of contractual details including MBE/WBE status of the contractor and the contractual amounts.

The Airport has requested a release of reserved funds in the amount of \$1,724,441 for repair and reconstruction of 4,000 feet of dikes, which protect the Airport's airfield from tidal and wave action from San Francisco Bay.

The Airport has provided the following bid information:

<u>Bidder</u>	<u>MBE/WBE Status</u>	<u>DBE Subcontracting Goal</u>	<u>Bid Amount</u>
Dutra Construction	None	8.8%	\$1,384,786
Evans Brothers, Inc.	None	22.7%	\$1,445,066
Ranger Pipeline	None	1.0%	\$1,503,950
Ferma Corp.	None	22.0%	\$1,560,108
Unicom Construction	None	35.0%	\$1,584,900
Ghilotti Brothers	None	22.0%	\$1,666,255
Shimmick Construction	None	22.0%	\$1,865,660
Piombo Construction	None	1.0%	\$2,265,380

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

According to Mr. Ernie Eavis of the Airport, because the construction project includes Federal funding through the Federal Aviation Administration (FAA), the winning bidder must meet a Disadvantaged Business Enterprise (DBE) subcontracting goal of at least 22 percent. Therefore, the Airport has awarded the contract to the lowest responsive bidder meeting the DBE subcontracting goal. In this case, Evans Brothers, Inc., with a subcontracting goal of 22.7 percent qualified as the low bidder.

Mr. Eavis has also provided the following budget for the repair and reconstruction of the dikes:

Construction contract	\$1,445,066
Contingency (7.5%)	108,380
Architecture and Engineering (in-house)	<u>170,995</u>

Total Request for release of reserved funds \$1,724,441

**Comments:**

According to Ms. Pansy Waller of the Human Rights Commission (HRC), the FAA requires a DBE subcontracting goal of at least 22 percent for all FAA funded projects. Ms. Waller reports that the HRC is responsible for implementing FAA standards for certifying the DBE status of subcontractors. Evans Brothers, Inc. has identified the following DBE firms, as certified by the HRC, as part of their subcontracting goal of 22 percent:

S & S. Trucking	\$264,970
Statewide Private Patrol	16,272
GeoFab, Inc.	11,823
Lamark Transport	<u>35,200</u>

Total proposed subcontracts (22.7 %) \$328,265

**Recommendation:** Approve the request for release of reserve in the amount of \$1,724,441. Continue to reserve the remaining \$13,493,621.

Item 2 - File 97-91-43

**Note:** This item was continued at the Finance Committee Meeting of July 31, 1991.

**Item:** The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code by adding Section 6.36-A, "Prevailing Wages for Construction Work on Leased Property," extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant.

Construction projects would be defined by Section 7.204 of the San Francisco Charter as any "public work or improvement" and also include any construction work done under private contract when all of the following conditions exist:

(A) The construction contract is between private persons.

(B) The property subject to the construction contract is privately owned, but upon completion of the construction work, more than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County for its use.

(C) Either of the following conditions exist:

(1) The lease agreement between the lessor and the City and County of San Francisco, as lessee, is entered into prior to the construction contract.

(2) The construction work is performed according to the plans, specification, or criteria furnished by the City and County of San Francisco, and the lease agreement between the lessor and the City and County of San Francisco as lessee, is entered into during, or upon completion, of the construction work.

(D) The work to be performed under the private contract at prevailing wages adjusted for inflation is more than an "incidental amount of construction work." The amount which would be considered an "incidental amount of construction work" would be decided upon by the Board of Supervisors. The City Attorney's Office reports that the intent is to apply the proposed ordinance to larger scale construction projects, and not require that prevailing wages be paid on small scale build-outs and routine repairs which may arise throughout the term of the lease. Mr. Harry Quinn of the Real Estate Department recommends that construction projects that are in excess of between \$100,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

and \$150,000 should be considered greater than an "incidental amount of construction."

San Francisco Charter Section 7.204 provides that every "Contract for [a] public work or improvement...to be done directly under the contract awarded, or indirectly by or under subcontract...or any other arrangement whatsoever must provide that any person performing labor shall be paid not less than the highest general prevailing rate of wages." The proposed ordinance is intended to clarify the circumstances regarding whether construction projects on property leased by the City and County would qualify as a "public work or improvement" as defined by San Francisco Charter Section 7.204.

The proposed ordinance would only be applicable to leases executed and approved after July 1, 1991.

**Comments:**

1. Based upon the results of the 1990-91 Bay Area Salary Survey Committee's report to the Civil Service Commission, prevailing wages for construction trades such as operating engineers, carpenters, electricians, painters, plumbers, truck drivers and general laborers range from 50 percent higher than non-prevailing wages for plumbers to four percent higher for truck drivers. For all of these above listed construction positions, prevailing wages are on average approximately 28 percent higher than non-prevailing wages.

2. Mr. Quinn reports that landlords would generally pass on the actual cost of renovation work to the City. Mr. Quinn indicates that the amount of square feet which the City leases, and construction costs would also affect the rental rate charged to the City. For example, Mr. Quinn reports that tenant improvements for the Superior Court lease at 525 Polk Street cost the City \$900,000 or an additional \$102 per square foot for 8,800 square feet. Mr. Quinn also reports that tenant improvements for the Human Rights Commission lease at 1170 Market Street cost the City \$120,000 or an additional \$18 per square foot for 6,500 square feet. If these tenant improvement costs increase by 28 percent on average if prevailing wages were charged, the Superior Court lease would cost the City an additional \$252,000 or an additional \$29 per square foot and the Human Rights Commission lease would cost the City an additional \$33,600 or an additional \$5 per square foot.

3. Ms. Lisa Maglio of the City Attorney's Office reports that litigation has been filed against the City by the San Francisco Building and Construction Trades Council which, if successful, would require the City to include prevailing wage

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

language into certain leases in which the City is a tenant. Ms. Maglio indicates that the proposed ordinance has been offered as a settlement to the pending litigation. A U.S. District Court judge has issued an order which bars Contra Costa County, San Bruno and South San Francisco from enforcing laws which require wage controls on private construction projects. Ms. Maglio reports that the proposed legislation is distinguishable from the legislation struck down in the Court's opinion in the Contra Costa County case because the proposed ordinance would apply only to certain construction projects on certain public leases, unlike the laws in Contra Costa County, San Bruno and South San Francisco which applied to both public and private construction projects.

4. The proposed ordinance does not require that the City continue to lease the property for a specified period of time after the construction project is completed. Mr. Quinn reports that in order for the landlord to be reimbursed for the cost of construction, the City usually enters into a long term five-year lease, with the cost of construction amortized over the term of the lease. However, Mr. Quinn indicates that long term leases are subject to annual appropriation decisions by the Board of Supervisors, and therefore the City could terminate its lease before the landlord is reimbursed for the entire cost of the construction project.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If the Board approves the proposed ordinance, the Board of Supervisors should amend the legislation to include the amount considered to be an "incidental amount of construction work."

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**







Item 3 - File 101-91-5

**Department:** Sheriff Department

**Item:** Supplemental Appropriation Ordinance appropriating funds for professional services — Proposition J, Professional Services

**Amount:** \$66,000

**Source of Funds:** General Fund - General Reserve

**Description:** The proposed funding would finance an additional month of the Own Recognizance (OR) Project. The OR Project has been in existence for over 20 years and is a component in preventing overcrowding at the County Jail. The OR Project staff interviews persons in custody, verifies information gained in the interview process, then presents information to the judge. In addition, Project staff follow up persons who have been released on OR, reminding them of court dates and keeping records of their attendance.

The estimated annual cost for the San Francisco OR Project is \$799,685. The 1991-92 Sheriff's Department budget provided \$66,000 for operation of the OR Project for almost one month, July, 1991. The OR Project was administered by the Municipal Court in fiscal year 1990-91, but no funds were budgeted by the Municipal Court for the Project in fiscal year 1991-92. As a result, the Finance Committee recommended a reserve in the salary accounts of the Municipal Court for 1991-92 totalling \$733,045, representing 11 months of operation for the OR Project until June 30, 1992, pending the determination of the appropriate department to sponsor the OR Project and the remaining funding for the Project.

The proposed \$66,000 appropriation would provide the OR Project with funding for just under the estimated cost of one additional month of operation, for the month of August, 1991.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 14, 1991

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Director	1.0	\$65,004
	Supervisors	3.0	95,508
	Pre-Trial Investigators	14.5	426,696
	Office Mgr.	1.0	32,400
	Part Time Clerk	<u>.6</u>	<u>9,996</u>
	(\$8 hour/24 hours week)		
	Subtotal	20.1	\$629,604
	Fringe Benefits @ 17.5		<u>110,453</u>
	Total Personnel		\$740,057
	<u>Insurance</u>		7,476
	<u>Travel</u>		
	Local Travel and Parking		\$1,404
	Conferences		<u>1,008</u>
	Total Travel		\$2,412
	<u>Materials and Supplies</u>		
	Office Supplies		6,948
	Postage		1,008
	Printing		1,896
	Fax Paper		<u>2,016</u>
	Total Materials and Supplies		11,868
	<u>Equipment</u>		6,528
	<u>Operating Costs</u>		
	Rent		9,600
	Utilities		2,220
	Janitorial		1,440
	Telephone		<u>10,968</u>
	Total Operating Costs		24,228
	<u>Professional Services</u>		
	Audit		1,008
	Bookkeeping		5,400
	Legal		<u>708</u>
			<u>7,116</u>
	Total Annual Budget		\$799,685
	Total Monthly Budget		\$66,640

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. According to Mr. Arnie Sowell of the Mayor's Office, the County is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in the County jail above that number, San Francisco pays a penalty of \$300 per day, Mr. Sowell reports. Mr. Irving Reichert of the OR Project reports that the cost of housing an inmate in jail for one day is approximately \$59. Thus, the total cost per inmate above the 426 ceiling is \$359 per day.

Mr. Reichert estimates that on any given day, the number of people out on OR is approximately 1,300. Because the population of County Jail #1 sometimes exceeds the 426 ceiling, in theory, the per day cost to the City of discontinuing the OR Project would be approximately \$466,700 per day, or \$359 times 1,300 inmates per day. However, Mr. Reichert reports, actual cost to the City would be much higher, since existing facilities could not house 1,300 additional inmates, and thus new jails would need to be constructed.

2. As previously noted, the Finance Committee placed \$733,045 on reserve from the Municipal Court personnel budget during the City budget hearings pending the determination of the appropriate department to sponsor the OR Project and 11 months funding for the Project. The OR Project has been funded through the Municipal Court budget for several years. As of fiscal year 1991-92, the Municipal Court no longer included the OR Project in their budget, and the Mayor has decided that the appropriate location for the Project is within the Sheriff's Department.

The proposed request would provide funding for most of the month of August, 1991, and Lt. Jan Dempsey of the Sheriff's Department reports that a Supplemental Appropriation request from the Sheriff's Department to fund the remaining ten months of the OR Project from the General Fund is pending.

3. According to Lt. Jan Dempsey of the Sheriff's Department, until funding for the full year is allocated, the OR Project contractor will bill the Sheriff's Department the month following provision of services, that is, the contractor will bill the Sheriff's Department in early September for services provided in August. Therefore, Lt. Dempsey reports, there will be no interruption of OR Project services pending Board of Supervisors approval of this Supplemental Appropriation request.

Lt. Dempsey advises that the fiscal year 1990-91 payment agreement between the Municipal Court and the OR Project


**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

contractor stipulated quarterly payments in advance, and that when funding for the full year is appropriated to the Sheriff's Department, the Sheriff's Department will pay the contractor according to the same quarterly pre-payment agreement.

4. Lt. Dempsey advises that since the OR Project is contracted out under Proposition J, no Civil Service employees would be laid off if the Board of Supervisors does not authorize the proposed supplemental appropriation.

5. According to the Human Rights Commission, the San Francisco Institute for Criminal Justice, the OR Project contractor, is a non-profit organization.

**Recommendation:** Approve the proposed legislation.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

F  
90.25  
1  
14/91  
equal

CALENDAR  
SPECIAL MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 14, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 101-91-8. [Government Funding] Ordinance appropriating \$475,000, Sheriff's Department, for permanent salaries, related mandatory fringe benefits, subsistence - persons, office supplies, laboratory supplies, uniforms, automobile-vehicles, communications and furnishings, for the creation of four (4) positions, Sheriff, for Fiscal Year 1991-92; companion measure to File 102-91-4. (Controller)

ACTION:

2. File 102-91-4. [Public Employment] Ordinance amending Annual Salary Ordinance, 1991-92, Sheriff, reflecting the addition of four (4) positions (Classifications 8304 Deputy Sheriff and 8308 Sheriff Sergeant); companion measure to File 101-91-8. (Civil Service Commission)

ACTION:

DOCUMENTS DEPT.

AUG 14 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Finance Committee  
Board of Supervisors  
Hall, Room 235  
San Francisco, CA 94102





Ted Lakey

CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

August 13, 1991

**TO:** Finance Committee

**FROM:** Budget Analyst - *Recommendation*

**SUBJECT:** August 14, 1991 Special Finance Committee Meeting

Items 1 and 2 - Files 101-91-8 and 102-91-4

**Department:** Sheriff

**Item:** Supplemental Appropriation Ordinance for permanent salaries, related mandatory fringe benefits, subsistence-persons, office supplies, laboratory supplies, uniforms, automobile-vehicles, communications and furnishings for the creation of four positions (File 101-91-8)

Amending the Annual Salary Ordinance for 1991-92 to reflect the addition of four positions (File 102-91-4)

**Amount:** \$475,000

**Source of Funds:** Jail Overcrowding Reduction Reserve

**Description:** The proposed Supplemental Appropriation would provide funding for three programs to reduce jail overcrowding, particularly in County Jail #1. The three programs would be as follows:

DOCUMENTS DEPT.

AUG 14 1991

SAN FRANCISCO  
PUBLIC LIBRARY

**Expanded County Parole Program**

The Sheriff proposes to increase the number of prisoners on the County Parole Program by 25, from 75-80 to 100-105. This would require the creation of one new 8304 Deputy Sheriff position and the funding of one 8274 Cadet position. The latter position is listed but unfunded in the current 1991-92 budget. The two additional employees would allow the Sheriff's Department to supervise the 25 additional parolees.

The project budget for the proposed Expanded County Parole Program from November 1, 1991 to June 30, 1992, is as follows:

**Personnel Expenses**

8304 Deputy Sheriff (1 FTE)	\$23,608	
8274 Cadet (1 FTE)	12,793	
Mandatory Fringe Benefits	<u>8,689</u>	
Subtotal Personnel		\$45,090

<b><u>Uniform Purchase</u></b>	3,000
--------------------------------	-------

<b><u>Urinalysis Supplies</u></b>	20,000
-----------------------------------	--------

<b><u>Office Furniture</u></b>	2,612
--------------------------------	-------

<b><u>Office Supplies</u></b>	<u>1,000</u>
-------------------------------	--------------

TOTAL	\$71,702
-------	----------

**Close In-House Work Furlough Program  
and Increase Capacity of County Jail #7**

According to the Sheriff's Department, by closing the in-house Work Furlough Program, the population of County Jail #7 could be increased from 300 to 375 inmates because ten existing employees could be transferred from Work Furlough to County Jail #7. The ten employees would allow adequate staffing at all times in each dormitory of County Jail #7. In addition to the ten transferred employees, two new positions, one 8308 Sergeant and one 8304 Deputy Sheriff, would be created to classify prisoners. These two new classification officers would also identify inmates most suitable for jail alternative placement, early release and emergency release, and serve as jail population managers.

Memo to Finance Committee  
August 14, 1991 Special Finance Committee Meeting

The budget for closing the in-house Work Furlough Program and increasing the capacity of County Jail #7 from November 1, 1991 to June 30, 1992, is as follows:

Personnel

8308 Sergeant (1 FTE)	\$31,658	
8304 Deputy Sheriff (1 FTE)	23,608	
Mandatory Fringe Benefits	<u>16,794</u>	
Subtotal Personnel		\$72,060

<u>Uniforms</u> (2 @ \$3,000)		6,000
-------------------------------	--	-------

<u>15 Passenger Van</u> (with emergency package)		15,000
--	--	--------

<u>Hand-Held Mobile Radios</u> (10 @ \$1,708)		17,082
---	--	--------

<u>Folding Dining Room Tables</u> (6 @ \$768)		<u>4,606</u>
---	--	--------------

TOTAL		\$114,748
-------	--	-----------

Contract Work Furlough Beds

Instead of providing the Sheriff's Work Furlough Program in-house, under the proposed supplemental appropriation, the Sheriff's Department would contract out the Work Furlough Program. The Work Furlough Program allows eligible inmates to work or study while serving their sentences. Work Furlough participants stay at a special Work Furlough facility rather than at a County jail.

According to the Sheriff's Department, the Department has met with one contractor who could accommodate from ten to 50 furloughees per day. The Department reports that preliminary discussions have indicated a \$37 per diem charge per prisoner for these contract services, not including urinalysis, which would continue to be provided by the Department.

One 8308 Sergeant position would be created in the Sheriff's Department to coordinate and supervise the contracted service to coordinate proper identification of eligible prisoners, transportation to the housing site, and urinalysis testing. This employee would also re-arrest persons who violate program guidelines.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 14, 1991 Special Finance Committee Meeting

The project budget for the contract Work Furlough Program from November 1, 1991 to June 30, 1992 is as follows:

Personnel

8308 Sergeant	\$31,658	
Mandatory Fringe Benefits	<u>9,429</u>	
Subtotal		\$41,087

Uniform

3,000

Contract Services (based on 6,607 Work  
Furlough Bed Days @ \$37 each)

244,463

TOTAL

\$288,550

GRAND TOTAL FOR THREE  
ABOVE-LISTED PROGRAMS

\$475,000

The proposed amendment to the Annual Salary Ordinance for fiscal year 1991-92 (File 102-91-4) would provide for the addition of the following four positions in the Sheriff's Department:

<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Maximum Annual Salary</u>
8308	Sheriff's Sergeant	2.0	\$49,564
8304	Deputy Sheriff	2.0	\$40,664

The 8274 Cadet position is not included because the position is already included in the 1991-92 Annual Salary Ordinance but, as previously noted, it has been an unfunded position.

The total maximum annualized costs for creating the proposed four new positions and funding the one existing Cadet position, including fringe benefits is approximately \$256,000 based on FY 1991-92 salary levels. ·

**Comments:**

1. The County is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in the County jail above that number, San Francisco could pay a penalty of \$300 per day. According to the Sheriff's Department, the jail population typically exceeds that number three to four months each year. In FY 1990-91, the excess population ranged from one to 82 each day during the high count period from March through May.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

According to Mr. Arnie Sowell of the Mayor's Office, although the Federal courts have not collected penalties to date, the Federal courts are currently considering collecting up to \$500,000 in fines from San Francisco for exceeding the population ceilings in County Jail #1. A good faith effort on the part of the City to ameliorate jail overcrowding would be taken into account by the Federal court, Mr. Sowell advises.

2. The Sheriff's Department's original proposal, budgeted at \$500,000, included funding for one Criminal Justice Administration Group (CJAG) Coordinator at \$25,000 on a contract basis, in conformance with the San Francisco Jail Population Management Plan. The San Francisco Jail Population Management Plan, which was developed by CJAG and adopted by the Board of Supervisors (Resolution 195-91-2), recommends on-going meetings to evaluate the progress made in implementing proposals and a facilitator for meetings to perform data analysis and present findings to CJAG.

According to Mr. Sowell, through an administrative error, the \$25,000 for a CJAG Coordinator was eliminated from the project budget, when it should have been placed on a Finance Committee reserve, pending selection of a contractor. Mr. Sowell reports that the Mayor's Office will present an Amendment of the Whole at the August 14, 1991 Special Finance Committee meeting in order to provide the additional necessary \$25,000 for the CJAG Coordinator. This CJAG Coordinator represents the fourth requested project, bringing the total request to \$500,000 (\$475,000 plus \$25,000).

3. The proposed Expanded County Parole Program is part of the Jail Population Management Plan approved by the Board of Supervisors (Resolution 195-91-2) and presented to the Federal Court.

4. The three proposed projects would be temporary until the completion of the new Sheriff's Facility, which will be completed in late 1993 at the earliest. The new Sheriff's Facility will consist of three components, including a 360-bed Work Furlough facility, a 76-bed medical and psychiatric ward, and the main booking area for the County jail system. Lt. Jan Dempsey of the Sheriff's Department reports that employees funded under the proposed projects would be transferred to the new Sheriff's Facility or retained in other positions upon termination of the proposed programs. The projects provide for four new FTEs, and for funding the one unfunded Cadet position.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



5. According to Lt. Dempsey, the City-administered Work Furlough Program provides beds for approximately 60 inmates per day at an estimated cost of \$34.09 per person per day. The contract Work Furlough Program would provide beds for an average of 18 inmates per day at \$37 per person per day. Lt. Dempsey reports that reducing the number of persons served by the Work Furlough Program in-house would not reduce the total program costs, since the program employs ten staff members and, according to Lt. Dempsey, a minimum of ten staff members are needed regardless of the number of program participants.

6. According to Lt. Dempsey, each participant in the Work Furlough Program who is gainfully employed pays a fee of \$5 per day to participate in the Program. Total revenue from these fees for fiscal year 1990-91, was approximately \$94,000. Lt. Dempsey further reports that the Sheriff's Department intends to use the revenue gained from the Work Furlough Program to place additional inmates in the Work Furlough Program. The Budget Analyst estimates that fees generated by the Work Furlough Program would be \$18,800 for November 1, 1991 through June 30, 1992, based on a reduced program capacity from 60 participants to 18.

7. Lt. Dempsey advises that the facility which houses the current in-house Work Furlough Program, located at 930 Bryant Street, would continue to be occupied by the Sheriff's Work Alternative Program. In addition, Lt. Dempsey anticipates that the County Parole Office, whose staff has expanded by two, would utilize some of the vacated office space. However, Lt. Dempsey reports that the dormitory area would remain vacant until the new Sheriff's Facility is open and the in-house Work Furlough Program is restored.

8. The four uniforms for the proposed programs, originally budgeted above at \$3,000 for each uniform, should be budgeted at \$1,700 per uniform or \$1,300 less per uniform for four uniforms for a total reduction of \$5,200. Therefore, the total adjusted budget should be reduced by \$5,200, from \$500,000 to \$494,800.



9. Contractors have not been identified to perform the Contract Work Furlough Beds and the CJAG Coordinator programs. Therefore, \$287,250 for the Contract Work Furlough Beds (total program cost less adjusted uniform cost) and \$25,000 for the CJAG Coordinator for a total of \$312,250, should be held in reserve pending information regarding the contractor's rates, hours and MBE/WBE status.

10. According to Lt. Dempsey, the Sheriff's Department will submit a Proposition J Controller's certification that it will be less costly to contract for such services than to continue to provide these services in-house for the Work Furlough Program upon selection of a contractor.

11. As previously noted, the source of this request is a \$500,000 Jail Overcrowding Reduction Reserve established by the Mayor and approved by the Board of Supervisors in the fiscal year 1991-92 budget.

12. The proposed resolution refers to funding for "subsistence-persons." According to Lt. Dempsey, this refers to room and board for Work Furlough Program participants.

**Recommendations:** Adopt the amendment of the whole to be presented by the Mayor's Office to the Finance Committee increasing the request from \$475,000 to \$500,000 (File 101-91-8).

Reduce the total project budget by \$5,200, from \$500,000 to \$494,800, to reflect the correct uniform cost (File 101-91-8).

Reserve \$287,250 for the Contract Work Furlough Beds and \$25,000 for the CJAG Coordinator pending information regarding the contractor's rates, hours and MBE/WBE status (File 101-91-8).

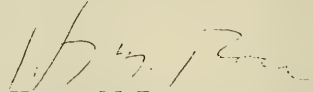
Approve the proposed Expanded County Parole Program and the CJAG Coordinator as amended, per the San Francisco Jail Population Management Plan approved (Resolution No. 195-91-2) by the Board of Supervisors (File 101-91-8).

Approval of the request to close the In-house Work Furlough Program and to Increase the Capacity of County Jail #7 as well as contracting out the Work Furlough Program as amended are policy matters for the Board of Supervisors (File 101-91-8).

Memo to Finance Committee  
August 14, 1991 Special Finance Committee Meeting

Approve the amendment to the 1991-92 Annual Salary Ordinance establishing one new 8304 Deputy Sheriff position for the Expanded County Parole Program (File 102-91-4).

Approval of the amendment to the 1991-92 Annual Salary Ordinance to establish one new 8304 Deputy Sheriff and two 8308 Sheriff's Sergeants to increase the capacity of County Jail #7 and contract out the Work Furlough Program are policy matters for the Board of Supervisors (File 102-91-4).



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President War  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

SF  
90.25  
1  
21/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DESK.

WEDNESDAY, AUGUST 21, 1991 - 2:00 P.M. ROOM 228, CITY HALL

AUG 19 1991

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

SAN FRANCISCO  
PUBLIC LIBRARY

CLERK: JONI BLANCHARD

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 30-91-17. [Contract] Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and HHL Financial Services, Inc., to provide uncompensated care recovery services. (Department of Public Health)
  - b. File 52-91-2. [Authorization to Expend Private Funds] Resolution authorizing Department of Public Works to accept \$9,800 monetary compensation from property owners for the higher cost of procuring and installing special ornamental streetlight poles in Upper Ashbury Undergrounding District 309, Phase 2B. (Department of Public Works)
  - c. File 146-91-61. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant of \$2,787,546, which includes indirect costs in the amount of \$82,178 based on 10% of personnel costs, from California Department of Health Services, to continue funding the Master Grant Agreement Consolidated Funding Program and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
  - d. File 153-91-6. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for, accept and expend a supplement in the amount of \$60,000 to a continuation grant from the Department of Health and Human Services, Office of Human Development Services; and to expend the originally authorized amount for year 2 in the amount of \$386,946 from the Department of Health and Human Services, Office of Human Development Services. (Also see File 153-90-8). (Department of Social Services)
  - e. File 101-91-7. [Release of Funds] Requesting release of reserved funds, Fire Department - 1986 Fire Protection Bond, in the amount of \$95,873, to complete Archeological Studies and Monitoring for the Bayside Suction Connection and the AWSS Pipeline Extensions as required by City Planning; companion measure to File 101-86-84, Ordinance No. 110-87. (Fire Department)

ACTION:

## REGULAR CALENDAR

2. File 195-91-3. [Work Furlough] Resolution authorizing the Sheriff to enter into contracts with appropriate public or nonprofit private agencies or private entities to provide a facility and services for the housing, sustenance, counseling, supervision, and related services for inmates eligible for work furlough. (Supervisor Gonzalez)

ACTION:

3. File 172-91-8. Ordinance approving First Amendment to Option Agreement between Redevelopment Agency of the City and County of San Francisco and the City and County of San Francisco, acting by and through the San Francisco Port Commission. (Port Commission)

ACTION:

4. File 192-91-2. Hearing to consider the Department of Parking and Traffic's 1991 application for Proposition 116 Bicycle Funds. (Supervisor Gonzalez)

ACTION:

5. File 200-91-2. Hearing to consider the status of the City's current and future infrastructure projects (street repairs and improvements; rehabilitation and improvement of public buildings and facilities; infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities; such as, Commission; new construction of bond-financed facilities; such as, library, police stations, jail facilities, earthquake safety improvements; Civic Center complex repairs and restoration; relevant financing issues) (Supervisor Gonzalez)

(Consideration continued from 5/22/91)

ACTION:

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 19, 1991

**TO:** Finance Committee  
**FROM:** Budget Analyst - *Recommendations*  
**SUBJECT:** August 21, 1991 Finance Committee Meeting

DEPOSITORY ITEM  
DOCUMENTS DEPT.

AUG 21 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 30-91-17

**Department:** Department of Public Health (DPH)  
San Francisco General Hospital (SFGH)

**Item:** Resolution approving a contract between the City and County of San Francisco and HHL Financial Services, Inc. to provide uncompensated care recovery services.

**Contract Amount:** City would pay HHL Financial Services 25 percent of the recovery of accounts which SFGH would refer to HHL Financial Services. Accounts referred to HHL Financial Services would include Medi-Cal denied accounts, State Victim of Crime accounts or third party liability accounts. HHL Financial Services would only be compensated if their efforts result in payment to SFGH.

**Terms of Contract:** July 1, 1991 through September 30, 1992 (See Comment #1).

**Description:** Section 3.502 of the San Francisco Charter requires that contracts with anticipated revenues in excess of \$1 million be subject to approval by the Board of Supervisors. Under the proposed contract, HHL Financial Services would pursue Medi-Cal payments when an application for Medi-Cal payment is denied. HHL would pursue a patient's Medi-Cal application by making home calls, assisting the applicant to secure needed documentation, providing interpreter services and providing transportation, if necessary, so that the



applicant can complete the application process. HHL may also be referred to cases in which there appears to be eligibility for a variety of programs including, but not limited to State Victims of Crime Program, which provides for victim compensation through the State Board of Control, Medicare disputes and third party liability cases. A third party liability case is one in which payment is provided by a third party, such as a Workers' Compensation claim. HHL would also provide reports which list the status of outstanding accounts and SFGH required back-up reports for invoices indicating Medi-Cal per diem payments and net payments to HHL.

**Comments:**

1. As noted above, the contract period for the proposed contract is July 1, 1991 through September 30, 1992. Ms. Sharon Kennison of SFGH reports that HHL Financial Services has been providing these services since October of 1989, but SFGH has not previously requested authorization from the Board of Supervisors to enter into the proposed contract. Therefore, the proposed resolution should be amended to authorize SFGH to enter into this contract retroactively. Ms. Kennison indicates that SFGH entered into a three-year contract with HHL in October, 1989, but the Controller's Office would not issue any further payments to HHL for the remaining contract term until SFGH received Board of Supervisors' approval.

2. Ms. Kennison indicates that since SFGH began contracting with HHL in October, 1989, SFGH has received the following revenues:

FY 1989-90

Total Medi-Cal Collections	\$1,026,004
Total Victim of Crime Collections	321,599
Total Third Party Liability Collections	<u>58,472</u>

Total Gross Collections	1,406,075
Less 25 percent fee to HHL	<u>351,519</u>
Net to SFGH	\$1,054,556

FY 1990-91

Total Medi-Cal Collections	\$1,496,858
Total Victim of Crime Collections	325,490
Total Third Party Liability Collections	<u>29,062</u>

Total Gross Collections	1,851,410
Less 25 percent fee to HHL	<u>462,853</u>
Net to SFGH	\$1,388,557



3. Ms. Kennison reports that the service which HHL would provide under the proposed contract would include field service work assisting patients with completing Medi-Cal applications, and in addition HHL has recently won several Medi-Cal appeals where medical coverage was denied to "limited services Medi-Cal patients," who are typically undocumented aliens who have received emergency treatment at SFGH. According to Ms. Kennison, DPH Eligibility Workers would not have time to provide any field service work to patients or appeal claims to the State, and if SFGH did not contract with HHL for uncompensated care recovery services, a large percentage of these revenues would be lost.

4. HHL Financial Services is neither a MBE, WBE or LBE firm.

**Recommendation:** Amend the proposed resolution to authorize SFGH to enter into this contract retroactively. Approve the proposed resolution as amended.



Item 1b - File 52-91-2

1. The proposed resolution would authorize the Department of Public Works (DPW) to accept monetary compensation from property owners for the higher cost of procuring and installing special ornamental streetlight poles in upper Ashbury Undergrounding District 309, Phase 2B.

2. The Upper Ashbury Undergrounding District 309, Phase 2B, legislated in 1972 and funded by the Board of Supervisors in 1986, for undergrounding overhead wires and utility facilities, is scheduled for construction commencing October of 1991. The property owners within the undergrounding district have petitioned to the City to install fourteen 15-foot ornamental streetlight poles, instead of standard 30-foot poles for aesthetic reasons.

3. The acquisition and installation costs for each 15-foot ornamental pole is \$700 more than the comparable costs for each standard 30-foot pole. The property owners submitting the proposal have agreed to compensate the City for the higher cost of the 15-foot ornamental streetlight poles and have presented a cashiers check in the total amount of \$9,800 to the DPW (14 poles @ \$700 per pole). The DPW reports that the cost to maintain the 15-foot ornamental poles is comparable to the maintenance cost for the standard 30-foot poles. The Department would absorb the cost for maintaining the 15-foot poles in its ongoing maintenance budget.

4. The proposal to install the fourteen 15-foot ornamental streetlight poles has been reviewed by the DPW and by the Public Utilities Commission (PUC). Those departments have found that the proposal would not be in conflict with any established local or State policies, rules, regulations, or codes.

Comment

Phase 2B of the Upper Ashbury Undergrounding District 309 is one of four geographic areas in that District, the others being Phase A, C and D. According to Mr. Hin Kung of the DPW, construction work on Phase A and Phase D has been completed and Phase C is in the design stage.

Recommendation

Approve the proposed resolution.



Item 1c - File 146-91-61

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing DPH to accept and expend the continuation of a State grant, which includes indirect costs in the amount of \$82,178 based on ten percent of personnel costs, and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services.

**Amount:** \$2,787,546

**Source of Grant:** State Department of Health Services, Office of AIDS

**Term:** July 1, 1991 through June 30, 1992

**Project:** Master Grant Agreement

**Description:** The proposed State grant funds would provide for the second year funding of a Master Grant Agreement between the State Office of AIDS and DPH. The Master Grant Agreement was established by the State Office of AIDS in February 1989 to consolidate the City's various AIDS-related programs. The programs which are now under this umbrella agreement were previously funded independently through the State Office of AIDS.

Under the Master Grant Agreement, the proposed grant funds would provide for the following six programs: (1) Alternative Test Sites; (2) Early Intervention Program; (3) Block Grant Funding; (4) Education and Prevention; (5) Pilot Care Projects; and (6) Residential AIDS Shelters. DPH would be responsible for administering the grant funds for the six programs. The program descriptions and budget details for the six programs are as follows:

**Alternative Test Sites**

**\$581,793**

DPH lab personnel would provide anonymous AIDS antibody testing and provide the State Office of AIDS with monthly updates regarding test results. DPH would also contract with the University of California, San Francisco (UCSF), AIDS Health Project to provide services such as informing test applicants on the test's reliability, pre-testing and post-testing counseling, some lab testing and making appropriate client referrals. The proposed grant funding would provide for approximately 11,500 AIDS antibody tests.

DPH selected UCSF AIDS Health Project through the Department's Request for Proposal process. The proposed budget for the Alternative Test Sites program is as follows:

<u>DPH- Personnel</u>		
Salaries (3.25 FTE)	\$126,449	
Fringe Benefits (@ 26%)	<u>32,878</u>	
Subtotal Personnel		\$159,327
<u>Operating Expenses</u>		
Materials/ Supplies	42,712	
Facilities/ Space	25,000	
Leasing MIS Services (includes computer services to track test results)	16,000	
Travel	3,500	
Other (telephone, postage, reproduction)	<u>7,500</u>	
Subtotal Operating Expenses		94,712
<u>Contractual Services</u>		
UCSF AIDS Health Project		311,821
<u>Indirect Costs (10% of DPH Personnel)</u>		<u>15,933</u>
Total		\$581,793

The proposed budget for the UCSF AIDS Health Project for the Alternative Test Sites has not been determined.

Early Intervention Program \$300,000

DPH would contract with the Mission Neighborhood Health Center for the provision of direct Early Intervention Program services. These services would include maximizing the health and productivity of HIV positive persons through medical evaluations, laboratory monitoring, psychological support, case management, follow-up and referral for out of clinic services. The proposed grant funding would provide services to approximately 200 HIV positive persons.

DPH would contract with the Mission Neighborhood Health Center on a sole source basis, due to the need for continuity and the uniqueness of the services provided. According to DPH, the administrative oversight functions of the Early Intervention Program would be provided by a Hospital Administrator (1.0 FTE) which is funded through Federal

BOARD OF SUPERVISORS  
BUDGET ANALYST



grant monies. The proposed budget for the contractual services of the Mission Neighborhood Health Center for the Early Intervention Program has not yet been determined.

**Block Grant Funding**

**\$570,700**

Under the Block Grant Funding, DPH's AIDS Office would provide technical management assistance to a variety of AIDS Office programs which receive primarily local and Federal funding. This assistance includes allocating funds, developing contracts, budget coordination, invoicing documents, conducting evaluations and data entry. In addition, DPH would provide lab support to various AIDS agencies which require testing.

In addition, the proposed grant funds would provide for the purchase of a computer. The proposed acquisition of the computer has been reviewed and approved by the Electronic Information Processing Steering Committee (EIPSC). The proposed budget for the Block Grant Funding program is as follows:

**DPH- Technical Assistance**

Administrative Salaries (8.5 FTE)	\$334,973	
Lab Personnel (3.0 FTE)	96,180	
Fringe Benefits (26% of Personnel)	<u>112,100</u>	
Subtotal Personnel		\$543,253

**Operating Expenses**

PC Workstation	3,525	
Travel	1,000	
Clinical Supplies	<u>22,922</u>	
Subtotal Operating Expenses		27,447

<b><u>Indirect Costs*</u></b>		<u>0</u>
-------------------------------	--	----------

<b>Total</b>		<b>\$570,700</b>
--------------	--	------------------

---

\* Since the Block Grant Funding involves primarily administrative functions, the State Office of Aids does not allow DPH to include indirect costs.

Education and Prevention

\$710,000

DPH would provide administrative oversight to direct services contracted out through Operation Concern, 18th Street Services, Planned Parenthood, Women's Institute on Mental Health, and the San Francisco AIDS Foundation. The DPH would coordinate, direct and monitor the services for each contractor. The proposed grant funded contract programs would provide information and education services to approximately 3,900 targeted individuals including gay and bisexual males, IV drug users, ethnic minorities and health service providers. The program services provided would increase the client's awareness about AIDS transmission and prevention through group and individual AIDS and risk reduction counseling. In addition, it is estimated that a media campaign targeting gay and bisexual men of color would reach approximately 48,750 individuals.

Contracts for the Education and Prevention Program for FY 1991-92 were chosen on a competitive basis. The proposed budget for the Education and Prevention program is as follows:

DPH Personnel

Salaries (4.75 FTE)	\$169,365	
Fringe Benefits (@ 26%)	<u>44,035</u>	
Subtotal Personnel		\$213,400

Contractual Services

Operation Concern (10 mos.)	45,833	
18th Street Services (10 mos.)	32,087	
Women's Institute on Mental Health	92,293	
Hispanic Headquarters Advertising	73,000	
Planned Parenthood (10 mos.)	37,164	
City Clinic Youth Advocate Project (10 mos.)	73,164	
Hospitality House (10 mos.)	<u>42,917</u>	
Subtotal Contractual		396,458

<u>Unallocated Funds</u> (see Comment 6)	38,306
--	--------

Operating Expenses

Facilities Rental	\$18,394	
Computer	3,140	
Materials and Supplies	2,500	
Health Education Materials	2,823	
Consultants	2,589	
Travel	1,000	
Other (telephone, postage, training)	<u>\$10,050</u>	
Subtotal Operating Expenses		\$40,496

Indirect Costs (10% of DPH- Personnel) 21,340

Total \$710,000

The proposed budgets for the Education and Prevention contractual services have not been determined.

Pilot Care Projects \$546,720

For the Pilot Care Projects, DPH would contract with the California Pacific Medical Center's Pacific Campus Visiting Nursing and Hospice of SF to provide direct support services to AIDS patients and patients diagnosed with AIDS-related complex (ARC). (ARC patients are persons who have tested positive for HIV infection, but who have not been completely diagnosed with AIDS.) In addition, the DPH's public health nurses, along with California Pacific Medical Center's Pacific Campus Visiting Nursing and Hospice of SF, would provide case management and home and community-based care coordination for people with AIDS and ARC. The proposed grant funding would provide services to approximately 85 persons with AIDS and ARC per month.

The DPH would contract with the California Pacific Medical Center's Pacific Campus Visiting Nursing and Hospice of SF on a sole source basis, due to the need for continuity and the uniqueness of the services provided. The proposed budget for the Pilot Care Projects is as follows:

DPH- Personnel

Salaries (6.14 FTE)	\$330,451	
Fringe Benefits (@ 26%)	<u>84,520</u>	
Subtotal Personnel		\$414,971

Operating Expenses

Travel (local)	\$5,000	
Materials/ Supplies	1,755	
Other (telephone, postage, reproduction)	<u>1,670</u>	
Subtotal Operating Expenses		\$8,425

Contractual Services

California Pacific Medical Center's Pacific Campus Visiting Nursing and Hospice of SF	81,827
--	--------

Indirect Costs (10% of DPH- Personnel) \$41,497

Total \$546,720

Residential AIDS Shelters \$78,333

DPH would contract with Catholic Charities and the Shanti Project for provision of direct program services. The two contracts with Catholic Charities and the Shanti Project would provide housing and food services for persons with AIDS, predominantly women and children. These services would include providing homes to persons with AIDS where they may receive a clean, safe and healthy environment throughout the duration of their residence in these shelters. The proposed grant funds would provide approximately 2,730 single-day slots. According to DPH, these shelters maintain a minimum of 70 percent occupancy at all times.

DPH would contract with Catholic Charities and the Shanti Project on a sole source basis, due to the need for continuity and the uniqueness of the services provided. According to DPH, the administrative oversight functions of the contracts with Catholic Charities and the Shanti Project would be provided by a Health Program Coordinator III (1.0 FTE) which is funded through Federal grant monies. The proposed individual budgets for the contractual services of Catholic Charities and the Shanti Project are as follows:

Contractual Services - Catholic Charities

Personnel

Salaries (1.0 FTE)	\$26,500	
Fringe Benefits (@ 20%)	<u>5,300</u>	
Subtotal Personnel		\$31,800

Facility Maintenance 4,585

<u>Catholic Charities Indirect Costs</u>		
(15% of Personnel)		<u>\$ 4,770</u>
Subtotal Catholic Charities		\$41,155
<u>Shanti Project</u>		
<u>Personnel</u>		
Salaries (0.4 FTE)	\$11,252	
Fringe Benefits (@ 20%)	<u>2,250</u>	
Subtotal Personnel		\$13,502
<u>Operating Expenses</u>		
Rental of Facility	7,965	
Materials	2,401	
Facility Maintenance	4,856	
Utilities	4,726	
Telephone	<u>1,703</u>	
Subtotal Operating Expenses		21,651
<u>Shanti Indirect Costs (15% of Personnel)</u>		<u>2,025</u>
Subtotal Shanti Project		\$37,178
Total Catholic Charities and Shanti Project		<u>\$78,333</u>
Grand Total for Six Projects		\$2,787,546

Required Match: None

Comments:

1. According to Ms. Valerie Kegebein of the DPH, the number of FTEs in the Education and Prevention Program was reduced by .42 from 5.17 to 4.75 from the original project budget, thereby reducing personnel costs by \$34,039 from \$247,479 to \$213,400 and the associated indirect costs by \$3,408. Therefore, the proposed resolution should be amended to reflect indirect costs, not including contract indirect costs, in the amount of \$78,770 rather than \$82,178.
2. The proposed State grant includes a total of 25.64 DPH personnel, not including contractors' personnel. As noted above, this represents a reduction of .42 from the originally proposed 26.06 FTEs (see attachment). Mr. Tim Piland of the DPH reports that if grant funding were reduced or terminated, personnel would be reduced or terminated accordingly. However, Mr. Purser adds that the State indicates that San Francisco test results will be used as



models throughout the State and that these AIDS State grant funds are anticipated to continue.

3. In addition to the 25.64 CDC funded FTEs, 2.0 additional DPH personnel would be funded through Federal grant monies to oversee and administer the Early Intervention Program and the Residential AIDS Shelter Program. According to Mr. Purser, these two grant programs require the assistance of these DPH personnel for direction and oversight. Mr. Purser advises that should the associated Federal grant funding be discontinued, the grant funded positions would be eliminated.

4. Mr. Purser reports these grant funded services have been effective since July 1, 1991. Therefore the proposed resolution should be amended to authorize DPH to accept and expend these State grant funds retroactively.

5. As noted previously, the \$311,821 proposed contract budget for the Alternative Test Site's UCSF AIDS Health Project and the \$300,000 proposed contract budget for the Early Intervention Program's Mission Neighborhood Health Center, which would be a sole source renewals, have not been determined. In addition, although the proposed contract budgets for the Education and Prevention contracts, which total \$396,458 were made on a competitive bid basis, the DPH cannot provide detailed budgets for each contractor. Therefore, a total of \$1,008,279 should be reserved pending the determination of contract budgets.

6. According to Ms. Kegebein, the CDC awarded ten month contracts instead of twelve month contracts to the new Education and Prevention Program contractors, since these new contract services would not begin until September 1, 1991. Total reduction of contract amounts from the DPH Education and Prevention Program original budget is \$38,306. CDC awarded the \$38,306 to the DPH as part of the Education and Prevention Program, but, according to Ms. Kegebein, that amount is currently unallocated. Therefore, \$38,306 should be held in reserve pending specific budget information from the DPH.

7. The total Master Grant amount for fiscal year 1990-91 was \$2,790,004, which represents \$2,458, or less than one percent, more than the current Master Grant amount of \$2,787,546. According to Mr. Piland, there would be no significant change in service.



8. Attached is the Health Commission's two-page "Summary of Grant Request" as prepared by DPH for the State grant fund.

**Recommendation:** Amend the proposed resolution to authorize DPH to accept and expend these State grant funds retroactively.

Amend the proposed resolution to reserve \$311,821 from the Alternative Test Sites, \$396,458 from the Education and Prevention Program, and \$300,000 from the Early Intervention Program, for a total of \$1,008,279, pending the determination of contract budgets.

Amend the proposed resolution to reserve \$38,306 from the Education and Prevention Program pending specific budget information from the DPH.

Amend the proposed resolution to reflect DPH indirect costs in the amount of \$78,770 rather than \$82,178.

Approve the proposed resolution as amended.

FROM: SFDPH AIDS OFFICE TO: 415 252 0461 AUG 9, 1991 10:21AM P.02  
Item No. Health Commission - Summary of Grant Request [Rev. 4/10/90]

California Dept of Health Services  
Grantor Office of AIDS Division CO/AIDS Div  
Contact Person Julie Ayala Section AIDS Office  
Address Office of AIDS: P.O. Box 942732  
Sacramento, CA 94234-7320 Contact Person Tim Piland  
Telephone 554-9132  
Amount Requested \$ 2,787,546 Application Deadline n/a  
Term: From 7-1-91 To 6-30-92 Notification Expected n/a  
Health Commission 7-16-91 Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to ~~apply for~~ (accept and expend) a ~~(new)~~ (continuation) (allocation) ~~(renewal)~~ (renewal) grant in the amount of \$2,787,546 from the period of 7-1-91 to 6-30-92 to provide Master Grant Agreement consolidated funding services.  
(Circle appropriate words)

II. Summary: (Concise summary of need statement, services to be provided, and providers)

The Master Grant Agreement is a funding mechanism used by the California Department of Health Services as an umbrella agreement for awarding grants in six different program areas. Attachment I describes the programs funded under each individual grant category.

III. Outcomes/Objectives:

Please see Attachment J.

IV. Effects of Reduction or Termination of These Funds:

The reduction or termination of these funds would seriously undermine the well-being of persons with AIDS/ARC as well as our AIDS prevention efforts in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>2,756,926</u>	<u>2,790,004</u>	<u>2,787,546</u>	<u>- 2,458</u>		
Personnel						
Equipment			<u>See Attachment II</u>			
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

6,665 (ELPSC approval pending)

VII. Personnel

	<u>27.00</u>	<u>27.15</u>	<u>26.75</u>		
F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Other AIDS Office grant funding.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exception Form)

See Attachment III for Summary of Contractual funding.

MASTER GRANT AGREEMENT  
1991 - 1992  
Summary of Program Budgets

<u>Budget Category</u>	<u>ATS</u>	<u>EIP</u>	<u>Block</u>	<u>Educ/Prev</u>	<u>Pilot Care</u>	<u>RAS</u>	<u>TOTAL</u>
Personnel	159,327	0	543,253	247,479	414,971	0	1,365,030
Equipment	0	0	3,525	3,140	0	0	6,665
Contractual	311,821	300,000	0	378,390	81,827	78,333	1,150,371
Materials & Supplies	42,712	0	22,922	3,589	1,755	0	70,978
Facilities/Space	22,000	0	0	9,950	0	0	31,950
Other	30,000	0	1,000	42,704	6,670	0	80,374
Indirects	15,933	0	0	24,748	41,497	0	82,178
<b>TOTAL</b>	<b>581,793</b>	<b>300,000</b>	<b>570,700</b>	<b>710,000</b>	<b>546,720</b>	<b>78,333</b>	<b>2,787,546</b>



Item 1d - File 153-91-6

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to (1) apply for, accept and expend a supplemental in the amount of \$60,000 to a continuation grant from the Department of Health and Human Services, Office of Human Development Services and (2) expend the originally authorized grant amount of \$386,946 for year two.

**Grant Amounts:**

Supplemental grant	\$60,000
Original grant	<u>386,946</u>
Total	\$446,946

**Source of Funds:** U.S. Department of Health and Human Services (DHHS), Office of Human Development Services.

**Grant Period:** October 1, 1991 to September 29, 1992

**Project:** Transitional Residential Infant Program (TRIP)

**Description:** The Board of Supervisors previously approved legislation authorizing the DSS to apply for, accept and expend a grant amount of \$379,896, for the period January 1, 1991 to September 29, 1991, for the Transitional Residential Infant Program (File 153-90-8). At the same time, the Board of Supervisors authorized the DSS to apply for and accept a grant amount of \$386,946, for the TRIP, for the period October 1, 1991 to September 29, 1992. The proposed legislation would (1) authorize the DSS to apply for, accept and expend a supplemental grant amount of \$60,000, for the period October 1, 1991 to September 29, 1992, and (2) authorize the DSS to expend the previously authorized grant amount of \$386,946 for the period October 1, 1991 to September 29, 1992, the second year of this grant.

The TRIP provides various counseling, medical and social services to families whose infant children are at-risk of being removed from the home by the Department of Social Services because of parental drug/alcohol addiction. Such services include drug counseling, parenting classes, family counseling, home management skills training, employment counseling, income maintenance services, preventive prenatal instruction, and support services in the home.

The DSS is responsible for administering the TRIP. The Department contracts with various community agencies to provide client services at the Mt. St. Joseph - St. Elizabeth facility at 100 Masonic Avenue. According to DSS, the services provided to program clients are intended to prevent the likelihood of future Social Services Department intervention, which may result in separation of the parent from the child in order to protect the child's welfare.

The proposed \$60,000 supplemental grant would be used to expand program services to include child care services for families that are receiving training or services at the Mt. St. Joseph - St. Elizabeth site.

No. of Persons  
to be Served:

90 families in one year

Project Budget:

Original Grant

Program Consultants

Program Consultant	(.33 FTE)	\$21,000	
Program Analyst	(.10 FTE)	4,000	
Pediatrician	(.07 FTE)	<u>9,338</u>	
Subtotal	(.50 FTE)		\$34,338

Contracts

University of California, San Francisco (Early Parenting)	\$35,567	
Haight Ashbury Clinic	42,028	
University of California, San Francisco (Clearinghouse)	43,239	
Mt. St. Joseph-St. Elizabeth	<u>244,500</u>	
Subtotal		365,334

Work-Order-DPH

Public Health Nurse	(.50 FTE)	31,225
---------------------	-----------	--------

Indirect Costs

		<u>21,545</u>
--	--	---------------

Total	(1.00 FTE)	\$452,442
-------	------------	-----------

Less carryover from prior year grant		<u>(\$65,496)</u>
--------------------------------------	--	-------------------

Total		<u>\$386,946</u>
-------	--	------------------

BOARD OF SUPERVISORS  
BUDGET ANALYST



Supplemental Grant

The DSS reports that approximately \$40,000 of the proposed \$60,000 supplemental grant would be used to pay for contract services with a childcare provider and the remaining \$20,000 would be used to pay for the City's indirect costs.

**Required Match:** None

**Indirect Costs:** Original Grant - \$21,545

Supplemental Grant - \$20,000

**Comments:** 1. As noted above, the proposed legislation would authorize the DSS to apply for, accept and expend a supplemental grant in the amount of \$60,000 as well as expend an original grant amount of \$386,946 for year two. The DSS advises that the Department did not intend to request authorization to expend the proposed \$60,000 supplemental grant. Further, DSS requests that it be given authorization to apply for and accept not \$60,000 but for a supplemental grant of up to \$60,000. Therefore, the proposed legislation should be amended to delete the request to expend the proposed supplemental grant funds and to add language authorizing the DSS to apply for and accept a supplemental grant of up to \$60,000. The DSS will submit a separate request, to the Board of Supervisors, for authorization to expend the proposed supplemental grant funds, after the Department has received formal confirmation of the supplemental grant award from the DHHS.

2. Additionally, the DSS reports that the Department has already submitted the application for the \$60,000 supplemental grant. As such, the legislation should be amended to authorize the DSS to apply for and accept the supplemental grant award retroactively.

3. Attached is the Summary of Grant Request, as prepared by the DSS, for the proposed grant funds.

**Recommendations:** 1. Amend the proposed legislation to (1) delete the authorization for DSS to expend the proposed supplemental grant in the amount of \$60,000 (2) add language authorizing the DSS to apply for and accept a supplemental grant of up to \$60,000 and (3) authorize the DSS to apply for and accept the supplemental grant award retroactively.

2. Approve the proposed legislation as amended.

Grantor Admin. Children & Family  
 Contact Person Pat Campiglia  
 Address P. O. Box 1182  
Washington, D.C. 20013  
 Amount Requested \$60,000  
 Term: From Oct. 91 To Sept. 92

Division Family & Children Svcs.  
 Section Lillian Johnson  
 Contact Person Walter Maciak  
 Telephone (415) 557-5581  
 Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$60,000 from the period of Oct. 1991 to Oct. 1992 to provide child care to children @ TRIP + city indirect cost services.

II. Summary: (Context, history, need addressed, number & groups served, services and providers)

The Transitional Residential Infant Program provides services to families whose infant children have been or are at-risk of being removed from the home because of parental drug alcohol addiction. The \$60,000 supplemental grant would be used to fund on-site child-care services for families receiving training or services at the program center.

III. Outcomes/Objectives:

To provide respite/child care services to families and children who are receiving training or services on site.

IV. Effects of Reduction or Termination of These Funds:

No center based child care services will occur.

V. Financial Information:

	1/1/91-9/29/91 Col. A	10/1/91-9/29/91 Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	379,896	386,946	446,946	+60,000		
Personnel	12,708					
Equipment						
* Contract Svc.	273,730					
Mat. & Supp.	2,180					
Facilities/Space	5,100					
Other	86,178					
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC \_\_\_\_\_  
 P/T CSC \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, how?

At the end of Federal Funding, we hope to institutionalize total program.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

Item 1e - File 101-91-7

**Department:** Fire Department

**Proposed Action:** Release of reserved funds previously approved for capital improvement projects to complete archaeological studies and monitoring for the Bayside Suction Connections and the Auxiliary Water System Pipeline Extensions as required by City Planning. The Board of Supervisors reserved the funds pending submission of details on the environmental review services to be contracted out.

**Amount:** \$95,873

**Source of Funds:** 1986 Fire Protection Bond (Proposition A) funds.

**Description:** In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). The Fire Department has used the \$46,200,000 from the bond sales to enhance the City's fire protection system, specifically to extend and improve the Auxiliary Water Supply System (AWSS).

In April, 1987, the Board of Supervisors approved the Fire Department's \$1,635,700 supplemental appropriation from the 1986 Bond Funds for capital improvement projects, including seven planning and start-up projects needed to strengthen San Francisco's fire protection system (File 101-86-84). The Board of Supervisors appropriated \$217,000 of the \$1,635,700 for environmental review of proposed capital improvement projects but reserved \$167,000 of the \$217,000 pending information on the hours, costs and MBE/WBE status of the contractual services required to conduct environmental reviews or environmental mitigation measures mandated by the City Planning Department. The previously appropriated Environmental Review costs are as follows:

DPW planning and monitoring	\$ 10,000
City Planning Dept. request for proposal (RFP) development and review	40,000
Consultant to perform environmental studies (subject of this request)	<u>167,000</u>
Total Environmental Review	\$217,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Currently, the Fire Department is seeking the release of \$95,873 to pay for the contractual costs of conducting preliminary archival research and archaeological monitoring of the Bayside Suction Connections and Auxiliary Water Supply System (AWSS) Pipeline Extension during the construction phase. The estimated costs for the two projects are as follows:

Bayside Suction Connections Project:

a) Archival research--amount negotiated with Woodward-Clyde Consultants.	\$ 31,873
b) Archaeological monitoring services performed by Woodward-Clyde Consultants during construction of 33 small pipelines connecting the San Francisco Bay to points along the waterfront, stretching from Marina Green to Islais Creek Channel. Costs will be determined on a "time and materials" basis. Estimate is based on 450 hours @ \$75/hour.	33,750

AWSS Pipeline Extension Project:

a) Archaeological monitoring services performed by Woodward-Clyde Consultants throughout the excavation of a high pressure pipeline connecting Gilman and Third Streets to Gilman and Ingalls Streets to Revere and Third Streets. Costs will be determined on a "time and materials" basis. Estimate is based on 270 hours @ \$75/hour.	<u>20,250</u>
Subtotal	\$85,873
DPW Project Management Costs	<u>10,000</u>
Total Requested Release of Funds	\$95,873

Comments:

1 City Planning issued Negative Declarations for the AWSS Pipeline Extension on July 15, 1988 and for the Bayside Suction Connections on October 14, 1988. Ms. Barbara Sahm of the Department of City Planning reports that the Department of City Planning received fees to complete these Negative Declarations of \$1,848 for the AWSS Pipeline Extension Project and \$795 for the Bayside Section Connections Project. These



Negative Declarations require DPW to implement environmental mitigation measures to avoid damaging the archaeological integrity of the sites during construction.

2. Since archaeological studies and on-site monitoring require technical expertise that DPW does not possess, DPW requested bids from qualified contractors. Mr. Tinh Nguyen of DPW stated that DPW issued a Request for Proposal (RFP) and received three responses. A panel composed of DPW and City Planning staff evaluated the three potential contractors on the basis of their qualifications. The panel selected Woodward-Clyde Consultants because of the company's experience, and DPW then negotiated the project fees with Woodward-Clyde Consultants. According to Ms. Gail Roberts of the Human Rights Commission, Woodward-Clyde Consultants is not certified as a minority, women or local owned business enterprise. Mr. Jew also reports that neither of the other two contractors which responded to the RFP were certified as MBE, WBE or LBE firms.

3. According to Mr. Jew, DPW negotiated a flat fee of \$31,873 for the archival research report on the Bayside Suction Connections Project because City Planning specified the scope of study needed in that construction area. City Planning, however, did not require an archival research study on the AWSS Pipeline Extension Project because underground construction had occurred in that area on several other projects. Mr. Jew stated that DPW determined the archaeological monitoring costs for both projects on a "time and materials" basis. According to Mr. Jew, DPW and Woodward-Clyde Consultants have chosen this approach because additional flexibility in the monitoring schedule is necessary to respond to changes or delays in the construction process.

4. The initial cost estimates for the environmental review allocated \$50,000 for in-house DPW (\$10,000) and City Planning staff (\$40,000) work. As of July 28, 1989, DPW and City Planning had combined expenses of \$49,795. DPW is now requesting \$10,000 of these reserved funds, which were intended specifically for contractual services related to environmental assessments, for additional DPW project management costs. Mr. Jew states that DPW needs additional funding because of recent changes in City Planning requirements that made the environmental review process more stringent. DPW has assumed greater project management responsibilities, including the supervision of the RFP, contractor evaluation and selection processes, than the initial appropriation had anticipated. According to Mr. Jew,

DPW has also enhanced its environmental engineering capabilities in the past several years, making DPW more qualified to complete work that was previously contracted out to private consultants, such as the initial noise, dust and odor pollution studies.

5. Mr. Nguyen stated that although DPW selected Woodward-Clyde Consultants on March 13, 1991, it will not sign an official agreement until the Board of Supervisors releases the funds for these contracts.

6. Of the initial \$167,000 placed on reserve, the Finance Committee has previously released \$8,316 for legal services. If the Finance Committee approves this request for the release of \$95,873, then \$62,811 would still remain on reserve.

**Recommendations:** Release \$85,873 from reserve for contractual environmental mitigation measures associated with the Bayside Suction Connections and the AWSS Pipeline Extension Projects.

The release of an additional \$10,000 for DPW project management costs is a policy decision for the Board of Supervisors since these monies were previously appropriated for contractual services related to environmental assessments and not for DPW project management costs.



Item 2 - Files 195-91-3

**Department:** Sheriff

**Item:** Resolution authorizing the Sheriff to enter into contracts with the appropriate public or nonprofit agencies or private entities to provide a facility and services for the housing, sustenance, counseling, supervision, and related services for inmates eligible for work furlough.

**Description:** The City and County of San Francisco is under a Federal Court Order to maintain the population of County Jail #1 below 426 inmates per day. For each prisoner in County Jail #1 above that number, San Francisco could pay a penalty of \$300 per day. According to the Sheriff's Department, the jail population typically exceeds that number three to four months each year.

According to the proposed resolution, although the Federal courts have not collected penalties to date, the Federal courts are currently considering collecting penalties from San Francisco for exceeding the population ceilings in County Jail #1. According to the proposed resolution, a good faith effort on the part of the City to ameliorate jail overcrowding would be taken into account by the Federal court.

The Finance Committee of the Board of Supervisors on August 14, 1991 approved a Supplemental Appropriation in the amount of \$500,000 to fund four programs to reduce jail overcrowding in County Jail #1 (File 101-91-8). One of the four programs approved by the Finance Committee consisted of contracting out the Work Furlough Program at a cost of \$287,250. The Sheriff's Department currently provides an in-house Work Furlough Program.

According to the proposed resolution, Penal Code Section 1208 requires the approval of the Board of Supervisors for the work furlough administrator to contract out work furlough services. The proposed resolution would authorize the Sheriff to contract out the Work Furlough Program in conformance with Section 1208 of the Penal Code.

**Comments:** 1. The Work Furlough Program allows eligible inmates to work or study while serving their sentences. Work Furlough participants stay at a special Work Furlough facility rather than at a County jail.

2. According to the Sheriff's Department, the Department has met with one contractor who could accommodate from ten to 50 furloughees per day. The Department reports that preliminary discussions have indicated a \$37 per diem charge per prisoner for these contract services, not including urinalysis, which would continue to be provided by the Department.

3. According to Lt. Dempsey of the Sheriff's Department, the Sheriff's Department will submit a Proposition J Controller's certification that it will be less costly to contract for such services than to continue to provide these services in-house for the Work Furlough Program upon selection of a contractor. This Proposition J certification is subject to separate approval by the Board of Supervisors.

4. The \$287,250 previously recommended by the Finance Committee to contract out the Work Furlough Program was placed on reserve pending submission to the Finance Committee of the contract details regarding the contractor's rates, hours, and MBE/WBE status.

**Recommendation:** Approve the proposed resolution.

Item 3 - File 172-91-8

**Departments:** Port  
Redevelopment Agency

**Item:** Ordinance approving the first amendment to an Option Agreement between the Redevelopment Agency of the City and County of San Francisco, acting by and through the San Francisco Port Commission.

**Description:** On September 26, 1984, the San Francisco Redevelopment Agency and the Port entered into an Option to Lease Agreement covering certain Port properties as shown on the attached drawing (Ordinance 389-84). The Option to Lease Agreement gives the Redevelopment Agency the option to lease certain parcels of real property from the Port. However, the Redevelopment Agency has not been leasing these areas.

Portions of King Street, the Embarcadero and seawall lots adjacent to those streets are included in this Option to Lease Agreement. These areas are now needed by the Department of Public Works (DPW) for the construction of the Waterfront Transportation Project (WTP). The optioned property which lies within the WTP area is identified as the exclusion area on the attached drawing. Portions of these parcels have been designated as street property but are not currently being used as a street. In addition, the Harbor Lights Restaurant and Tower Associates were leasing part of the property from the Port. Harbor Lights Restaurant and Tower Associates leases were terminated and the buildings vacated.

**Comments:**

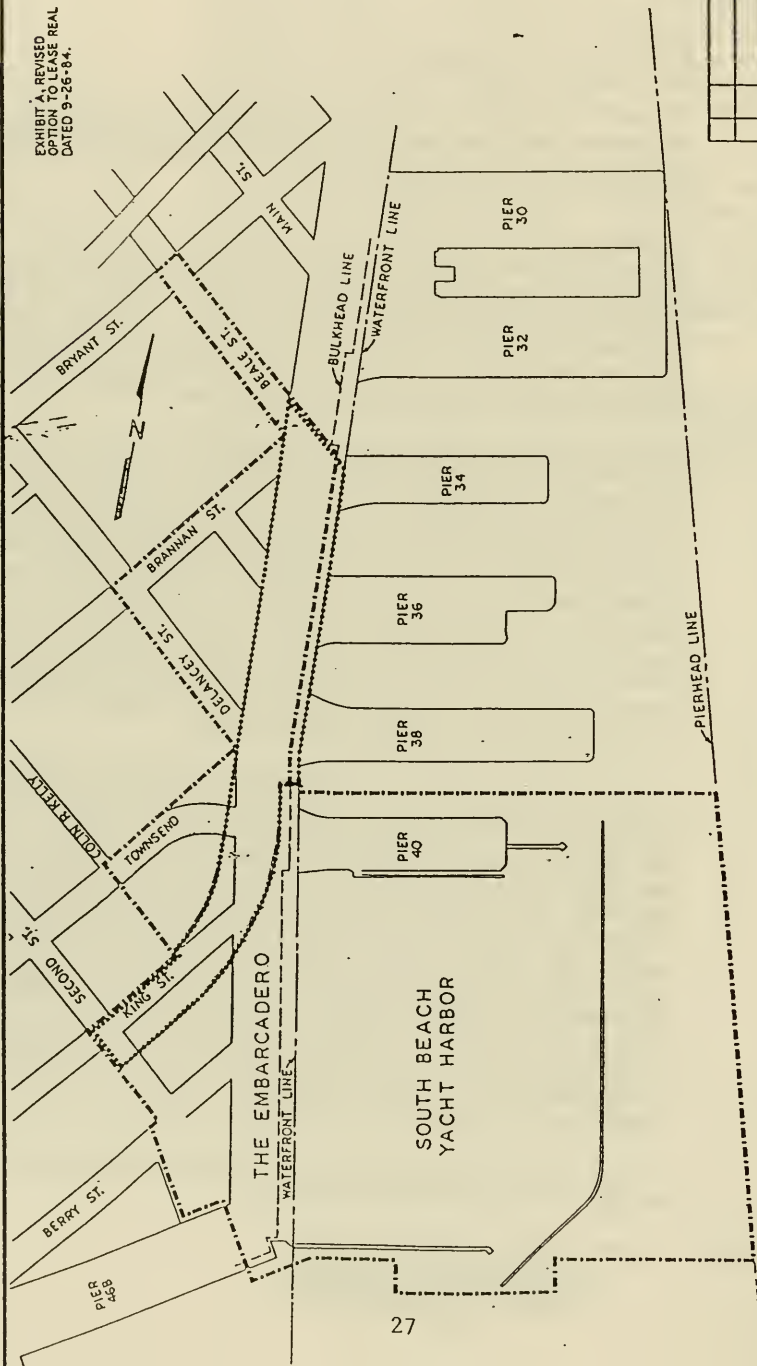
1. To meet funding requirements established by the California Department of Transportation (Caltrans) to help finance the WTP, DPW has requested that these portions of the optioned area be free from encumbrances. Caltrans is the agent for the Federal funds that are being used to finance the WTP. The proposed ordinance would amend the Option to Lease Agreement between the Port and the Redevelopment Agency to exclude those portions needed by DPW for construction of the Waterfront Transportation Project. However, DPW will not lease or purchase the needed area. Instead, the Port will maintain ownership of the property granting right-of-way approval to DPW for the Waterfront Transportation Project through a Memorandum of Understanding between the Port and the City.

2. The proposed ordinance would not have a fiscal impact on the City and County of San Francisco.

**Recommendation:** Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

EXHIBIT A, REVISED  
OPTION TO LEASE REAL PROPERTY,  
DATED 9-26-84.



NOTES  
SEE ATTACHED FOR  
DESCRIPTIONS.

100 0 100 200 300 400  
SCALE IN FEET

LEGEND  
— AMENDED LEASE OPTION AREA  
- - - EXCLUSION AREA

DIVISION		DATE		REVISION	
PORT OF SAN FRANCISCO		DATE		REVISION	
SAN FRANCISCO PORT COMMISSION		DATE		REVISION	
DEPARTMENT OF ENGINEERING		DATE		REVISION	
S.F. REDEVELOPMENT AGENCY LEASE OPTION AREA					
APPROVED BY		DATE		REVISION	
SIGNED		DATE		REVISION	
SIGNED		DATE		REVISION	

Contract No.

APPROVED BY  
SIGNED  
DATE  
REVISION



Item 4 - File 192-91-2

**Department:** Department of Parking and Traffic

**Item:** Hearing to consider the Department of Parking and Traffic's 1991 application for Proposition 116 Bicycle Funds.

**Amount:** \$694,324

**Description:** In June, 1990, California voters approved Proposition 116 which provided the issuance of \$20 million in bond funds, or up to \$4 million annually, over five years to finance bicycle programs. Proposition 116 designates the California Transportation Commission as the agency responsible for the disbursement of bond funds for bicycle programs.

The Department of Parking and Traffic reports that the goal of the proposed application for Proposition 116 funds is to provide for the safe and convenient use of bicycles as a means of transportation by eliminating hazards on designated commute streets in San Francisco. Specifically, the bond funds would be used for restriping, or repainting lines on various streets and for median reduction, which is reducing the size of the median strip which divides two-way traffic, in order to narrow non-right hand traffic lanes, and subsequently widen the right hand lanes to accommodate bicyclists. The Department has created a lane striping inventory of many City multi-lane streets, and has designated certain streets which provide enough space in non-right hand lanes or medians to permit a narrowing of those lanes and the subsequent widening of the right hand lane in order to accommodate bicyclists. The Department reports that both the restriping and median reduction projects are intended to increase safety for cyclists and to attract more bicycle commuters.

**Comments:**

1. Ms. Marilyn Smulyan, Chair of the Bicycle Advisory Committee, reports that the Department of Parking and Traffic has not yet been notified about the amount of funds which the Department would receive. As noted above, the Department is requesting authorization to apply for \$694,324 in FY 1991-92.
2. Ms. Smulyan indicates that because the bond funds would only be available for the next five years, the Department of Parking and Traffic has worked out a five-year bicycle plan for use of the Proposition 116 bond funds. The first phase of the bicycle program would be completed by the end of FY 1992-93. The Department anticipates applying for the following amount of bond funds in the upcoming fiscal years:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

FY 1991-92	\$ 694,324
FY 1992-93	694,324
FY 1993-94	41,482
FY 1994-95	41,482
FY 1995-96	<u>41,482</u>
Total for five-year bicycle plan	\$1,513,094

3. The five-year bicycle plan would restripe a total of 26.7 miles of streets in San Francisco. Ms. Smulyan reports that the Department has identified several streets where restriping and/or median reduction would occur for phase one of the five-year bicycle plan in FY 1991-92 and FY 1992-93 at a total cost of \$1,388,648 (\$694,324 in FY 1991-92 and \$694,324 in FY 1992-93). However, the Department has not yet decided which projects would occur in FY 1991-92 and which projects would occur in FY 1992-93. In the Department's application to the California Transportation Commission, the Department listed the projects which would occur in phase one throughout FY 1992-93 and which projects would occur in phase two throughout FY 1994-95. However, the Department did not identify which specific projects would be funded with the \$694,324 which would be applied for in FY 1991-92, which is the subject of the proposed application for funds. However, the Department reports that greater budget detail will be available when approval to accept and expend these funds is required.

4. The following streets have been identified for restriping and median reduction for the first phase of the bicycle program in FY 1991-92 and FY 1992-93:

<u>Street</u>	<u>From</u>	<u>To</u>
Bosworth St.	Elk St.	Lyell St.
Folsom Street	13th St.	East of 13th St.
Folsom Street	East of 13th St.	12th St.
Folsom Street	12th St.	11th St.
Folsom Street	11th St.	150 feet W. of 3rd St.
Folsom Street	150 feet W. of 3rd St.	3rd St.
Folsom Street	3rd St.	50 feet W. of Essex St.
Folsom Street	50 feet W. of Essex St.	Essex St.
Folsom Street	Essex St.	The Embarcadero
Fulton Street	Baker St.	Buchanan St.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



<u>Street</u>	<u>From</u>	<u>To</u>
Geary Blvd.	Park Presidio	Lyon St.
Geary Blvd.	Lyon St.	Scott St.
Geary Blvd.	Scott St.	Webster St.
Geary Blvd.	Webster St.	Gough St.
Geneva Avenue	I-280 Northbound on/off ramp	Alemany St.
Geneva Avenue	Alemany St.	Mission St.
Geneva Avenue	Moscow St.	Prague St.
Geneva Avenue	Prague St.	Carter St.
Industrial Street	Loomis St.	Oakdale Ave.
Market Street	Portola Drive	Short St.
Polk Street	Golden Gate Ave.	Post St.
Polk Street	Post. St.	Broadway
Polk Street	Broadway	Vallejo St.
Portola Drive	Sloat Blvd.	Evelyn Way
Portola Drive	Twin Peaks	Market St.
Sunset Blvd.	Lake Merced Blvd.	JFK Drive
Woodside Avenue	Laguna	
	Honda Blvd.	Vasquez Ave.
Woodside Avenue	Vasquez Ave.	Hernandez Ave.
Woodside Avenue	Hernandez Ave.	Ulloa St.
Woodside Avenue	Ulloa St.	Portola Dr.

5. The Department of Parking and Traffic reports the following cost breakdown for the above-listed projects:

Bosworth Street	\$ 2,599
Folsom Street	17,253
Fulton Street	8,106
Geary Blvd.	30,907
Geneva Avenue	6,310
Industrial Street	1,892
Market Street	5,052
Polk Street	11,815
Portola Drive	9,511
Sunset Blvd.	1,250,000
Woodside Avenue	<u>45,203</u>
Total for FY 1991-92 and FY 1992-93	\$1,388,648

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

6. The Sunset Boulevard and Woodside Avenue from Vasquez Avenue to Hernandez Avenue projects, which together represent 93 percent of the total two-year project costs, would also include median reduction in order to increase the width of the right-hand lane. In addition, one traffic lane would be lost on Fulton Street from Baker Street to Buchanan Street, and an additional two feet from the left turn lane would be lost on Geneva Avenue from Moscow Street to Prague Street, and on Geneva Avenue from Prague Street to Carter Street.

7. Mr. Gordon Chester of the Department of Parking and Traffic reports that existing Department of Parking and Traffic personnel would perform all of the restriping and median reduction, except for the Sunset Boulevard median reduction and restriping project which would be done by a contractor because of the magnitude of the project. Mr. Chester indicates that the contractor has not yet been selected.

8. According to Ms. Smulyan, the streets which have been identified for restriping and/or median reduction are mapped as Commute Bike Routes in the City and County Master Plan.

9. The California Transportation Commission reports that indirect costs are not eligible for reimbursement under Proposition 116.

10. Ms. Smulyan reports that the deadline to apply for the proposed Proposition 116 funds is August 31, 1991, and the Department has not yet applied for the proposed bond funds but intends to do so pending authorization from the Board of Supervisors. The acceptance and expenditure of the proposed bond funds is subject to approval by the Board of Supervisors at a later date.

11. The Department of Parking and Traffic is requesting that the Finance Committee prepare in and report out a resolution which would authorize the Department of Parking and Traffic to apply for the Proposition 116 bond funds so the Department can apply before the deadline of August 31, 1991.

**Recommendation:** Prepare in and report out a resolution authorizing the Department of Parking and Traffic to apply for Proposition 116 bond funds.

Item 5 - File 200-91-2

**Note:** This item was continued by the Finance Committee at its meeting of May 22, 1991.

1. This item is a hearing to consider the status of the City's current and future infrastructure projects – street repairs and improvements, rehabilitation and improvement of public buildings and facilities, infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities, such as the Public Library, Police stations, jail facilities, earthquake safety improvements, Civic Center complex repairs and restoration; and relevant financing issues.

2. The Department of City Planning, the Office of the Chief Administrative Officer and the Department of Public Works have recently developed a draft report entitled the City and County of San Francisco Capital Improvement Advisory Committee Six Year Capital Management Plan: FY 1991-96. The authors of the report state that the purpose of the report is to provide background information and context for the Capital Improvement Advisory Committee (CIAC) and other decision makers who will be reviewing capital budget requests and bond program requests over the next several months. As such, the report provides a detailed overview of the City's capital needs and funding sources. A summary of the report's general observations on the status of the City's infrastructure are outlined below:

1) For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For the past three years, the annual funding level has decreased to an average of \$9.7 million. According to the report, when these General Fund appropriations are adjusted for inflation, they show that the City is now spending an average of 33 percent less in real terms than it was spending on General Fund facilities maintenance and capital improvements six years ago and 54 percent less than it was spending three years ago.

2) If future levels of annual General Fund appropriations for facilities maintenance and capital improvements remain the same as in the prior three years, the City will have accrued a facilities maintenance and capital improvement backlog of approximately \$150 million by 1996. The vast majority of these facilities maintenance projects are projects which are not bond fundable or are capital improvements in facilities which are not targeted for major capital improvements (i.e., bond or debt financed) programs in the near future. Examples of factors that characterize and influence this backlog are as follows:

a) Deferred Maintenance

In 1983, the City initiated a Facility Condition Monitoring (FCM) Program to assess the physical condition of the City's General Fund and General Fund supported-buildings. To date, assessments have been completed for over 250 buildings, which represents approximately one-half of the City's inventory of General Fund buildings. These assessments have documented approximately \$68 million in needed improvements and maintenance. Of the \$68 million, approximately \$10-15 million will be addressed as part of recently approved bond programs for seismic safety, which leaves \$53-58 million to be funded from annual General Fund appropriations or future bond programs. According to the report, as additional assessments are completed, this backlog can be expected to increase.

b) Health and Safety

Legal requirements to (1) increase seismic safety, (2) reduce health hazards from asbestos, (3) improve physical accessibility, and (4) monitor and replace underground storage tanks, have added significantly to the City's capital needs. Programs to assess the full extent of the City's capital needs in these areas are currently in process. As additional needs are identified, they would add to the capital backlog. The Department of City Planning reports there is a current backlog of approximately \$7.5 million for monitoring and replacing storage tanks. The Department currently does not have an estimate for backlog in connection with seismic safety projects, asbestos projects and physical accessibility projects.

c) Other Capital Improvements

Due to limited resources, City decision makers, when allocating annual appropriations, have afforded a higher priority to facilities maintenance and to health and safety requirements than to other types of capital improvements. As such, facilities maintenance projects have accounted for an increasing share (70-85 percent) of diminishing annual General Fund Capital budgets over the past three years. The result has been a growing backlog of capital improvements which are needed to increase operating efficiency or to relieve overcrowding in City facilities.

3. According to the capital improvement report, in recent years, the City has been able to finance some of its most urgent capital needs through General Obligation Bond Programs. Since 1986, voters have approved nine General Obligation Bond Programs totalling over \$663 million, as follows:



<u>Bond</u> <u>Approved</u>	<u>In</u> <u>Millions</u>
1986 - Fire Protection Bonds - to upgrade and expand the City's auxiliary water supply system.	\$46.2
1987 - Street Improvements - for street reconstruction and renovation, reconstruction of sidewalks and adjacent areas, traffic signals and street safety projects.	27.0
1987 - Police Facilities Improvements - to replace and/or renovate obsolete police stations and to provide for seismic upgrade of certain facilities.	28.0
1987 - Recreation and Park Facilities Improvements - to make improvements to (1) Kezar Stadium and surrounding area, (2) Lake Merced, (3) Portsmouth Square, (4) McLaren Park, (5) Crocker Amazon Park and (6) Buena Vista Park.	18.0
1987 - Mental Health Facilities - to develop a Mental Health Skilled Nursing Center at San Francisco General Hospital.	26.0
1988 - Library Improvement Bond Program-to build new Main Library and rehabilitate and seismically upgrade Branch Libraries.	109.5
1989 - Earthquake Safety Bond Programs - to seismically strengthen fire stations, boiler/equipment at Laguna Honda, public buildings in Golden Gate Park and Lincoln Park, and the Main Library.	59.7
1990 - Earthquake Safety Bond Programs - to seismically strengthen City Hall, San Bruno Men's and Women's jails, San Francisco General Hospital utilities, DPH Headquarters, other major public buildings in the Civic Center area, Branch Libraries, police stations and several museums.	332.5
1990 - Sheriff - City matching funds for State bonds - to build new Sheriff's facility.	<u>16.5</u>
	\$663.4

4. The capital improvement report provides the following information on the background, current status and future needs of the City's infrastructure regarding seismic safety, asbestos management, physical accessibility and underground storage tanks.

(1) Seismic Safety

In 1987 the City initiated an Earthquake Safety Program to develop a systematic approach to the City's efforts to reduce seismic hazard. The program has two components: (1) engineering inspection to evaluate the seismic strength of the City's buildings and (2) construction projects to remedy identified problems. To date, engineering inspections and analyses have been completed on 171 buildings.

Funding for virtually all seismic strengthening projects in the City has come from General Obligation Bond Programs. The following bond measures included funding for seismic strengthening:

- (a) The 1987, Police Facilities Improvement Bond included approximately \$19 million to seismically upgrade police stations that would be most critical to the Police Department's ability to respond to an earthquake emergency.
- b) The 1988 Library Improvement Bond Program, included \$15 million to seismically strengthen a number of Branch Libraries.
- c) The 1989 Earthquake Safety Bond Program includes \$48.8 million to seismically strengthen 24 buildings including 19 Fire Department facilities, the boiler plant and utilities at Laguna Honda Hospital, two buildings at the California Academy of Sciences, the Main Library and the Legion of Honor.
- d) The 1990 Earthquake Bond Program in addition to repairing damage caused by the 1989 earthquake, includes \$204.7 million to seismically strengthen 20 City buildings, including City Hall, Civic Auditorium, the Opera House, the Veterans Building, the DPH Headquarters, the San Bruno Men and Women's Jails, the Exploratorium, San Francisco General Hospital utilities, two police stations and nine Branch Libraries. A Zoo subsurface utility replacement program (\$26 million) is also included in this bond program.

The bond measures approved to date address approximately 60 percent of the City's seismic safety needs. The report estimates that the remaining seismic work on City buildings could cost an additional \$200 million in 1990 dollars.



(2) Asbestos Management

The City's Asbestos Management Program was developed several years ago to meet regulatory requirements at the Federal, State and local level. The Asbestos Management Program provides a systemwide approach for identifying and managing asbestos in City buildings. A key component of the program involves the completion of data gathering to (1) develop an inventory of asbestos containing materials in City buildings, (2) determine the extent of the risk, (3) determine the cost associated with managing asbestos containing materials, and (4) identifying activities that may be impacted by the presence of asbestos.

There are generally two types of asbestos studies that are conducted: (1) Health and Safety General Surveys (managed by the Department of Public Health-DPH), to identify and inventory asbestos containing material and to evaluate the asbestos health risk and (2) Architecture and Engineering Detailed Assessments (managed by the Department of Public Works), to develop contract specifications for asbestos abatement where asbestos containing materials may be disturbed during the course of planned building maintenance or construction activities.

In 1987-88, the City appropriated \$329,000 to initiate Phase I of a program to conduct Health and Safety General Surveys of City buildings. These surveys were completed in February 1991, and 76 buildings were surveyed. Since FY 1987-88, additional funds for Health and Safety General Surveys have been appropriated, but have not yet been expended. These funds, which are available for future surveys, include:

- a) \$450,00 appropriated in FY 1988-89 for surveys in buildings owned by enterprise departments.
- b) \$200,000 appropriated in FY 1990-91 for additional surveys in General Fund buildings.
- c) \$500,000 included in the 1989-90 Earthquake Safety Bond Programs to survey for asbestos in buildings which will be undergoing seismic upgrades.

To date, the City has approved \$29,129,000 to do asbestos abatement work in conjunction with three major repair and renovation programs as follows:

- a) \$236,000 for asbestos abatement work in six Branch Libraries included in the 1988 Library Bond Program.
- c) \$3,163,000 for asbestos abatement work in 23 buildings included in the 1989 Earthquake Safety Bond Program.
- c) \$25,730,000 for asbestos abatement work in 20 buildings included in the 1990 Earthquake Safety Bond Program.

The DPH has prepared a plan to survey remaining General Fund buildings over the next three years at a cost of \$2,150,000. In addition to completing these surveys, the DPH plans to begin surveying buildings owned by enterprise departments using \$450,000 in funds previously appropriated by these departments.

(3) Physical Accessibility

The City began several years ago to develop a physical accessibility program to address Federal, State and local law. In 1988, the City appropriated \$29,000 to enable the Department of Public Works (DPW) to initiate a survey to identify physical access deficiencies in General Fund and General Fund-supported departmental buildings. An additional \$150,000 was approved in FY 1989-90 to do additional survey work, consultation, schematics and preliminary design for various projects in these buildings.

In early 1989, the Mayor's Office established a Disability Rights Task Force, to bring the City in compliance with Section 504 of the Federal Rehabilitation Act of 1973. A Physical Access Subcommittee was organized, which began work with DPW to develop survey instruments, set survey priorities and to recommend priorities for capital improvement funding for disabled access work. DPW and the Task Force have targeted the end of FY 1991-92 for completion of surveys of all General Fund buildings.

Since 1988, several disabled access projects have been funded through the annual capital budget or through departmental supplemental appropriations as follows:

- a) \$15,000 was appropriated to modify the toilets in the basement of City Hall. This project is completed. An additional \$75,000 was approved in the FY 1989-90 capital improvement budget to modify City Hall toilets on the 2nd, 3rd, and 4th floors. Working drawings for this project are near completion.
- b) \$50,000 (\$40,000 from FY 1989-90 annual capital budget, plus carryover from the Grove Street handicapped access ramp) was approved to modify toilets at 101 Grove. This project is in the design stage.

In addition to the above-noted funds, General Obligation Bond Programs approved within the past several years have included monies to meet disabled access requirements as follows:

- a) \$1.7 million in the 1987 Police Facilities Bond Program for physical accessibility work in seven renovated public stations.
- b) \$1.5 million in the 1988 Library Improvement Bond Program for physical accessibility work in the Main Library and six Branch Libraries.
- c) \$2.7 million in the 1989 Earthquake Safety Bond Program for facilities for the disabled in three public assembly buildings and 18 Fire Department facilities.
- d) \$4,430,000 in 1990 Earthquake Safety Bond Program for facilities for the disabled in two Department of Social Services office buildings, nine Branch Libraries, six Civic Center building, two Recreation and Park Department buildings and the Hall of Justice.

In the FY 1991-92 annual General Fund capital budget, the Department of Public Health (DPH) has proposed \$60,000 for handicapped ramps for the auditorium at 101 Grove and \$121,000 to provide for physical accessibility at DPH Health Centers 4 and 5. Additionally, \$322,880 is included in the War Memorial operating Fund for accessibility projects in subsequent years for the Opera House and the adjoining courtyard.

4) Underground Storage Tanks

In October, 1986, the Department of Public Works, with technical assistance from the Department of Public Health initiated implementation of the Underground Storage Tank Program (USTP) to comply with State laws. The initial purpose of the USTP was to test and monitor tanks for leaks and to remove City-owned tanks which were not in use or leaking. To cover the costs for testing and monitoring of the storage tanks, \$3 million was appropriated from the Emergency Reserve Fund. Costs incurred under this Program were reimbursable from the State, providing that no storage tank or connecting pipes were leaking. Additionally, the difference in cost between the replacement of a single walled tank, providing it was not leaking, and a double walled tank was also reimbursable.

The City is mandated under Federal law to have annual precision tank testing for all underground storage tanks. Currently, there are 116 underground storage tanks operated by all City Departments. The cost for each precision tank test is about \$700. Funding for these costs has been provided from various departmental operating funds. In the capital improvement budget for 1991-92, a project for tank testing has been requested by the Department of Public Health to provide a funding source for various General Fund Departments that do not have sufficient funds for this work.

The Department of Public Health has responsibility for managing the Underground Storage Tank Assessment and Remediation Program. The purpose of this Program is to provide for the removal of toxic substances which have leaked from City-owned storage tanks into surrounding soil and groundwater. At this time, 49 sites have been identified which have varying degrees of soil contamination. Of these sites, contamination has been removed from 14 sites. According to the capital improvement report, an estimated \$3 million in General Fund and Special Fund Departments will be required over the next five years for work in connection with soil contamination.

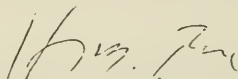
The Department of Public Works has outlined a multi-year tank replacement program for various General Fund and General Fund-supported departments. The program proposes the replacement of 71 tanks at an approximate cost of \$6.5 million. The age of these single walled steel tanks ranges from five to 40 years. At this time, there are no documented leaks from these tanks.

Memo to Finance Committee  
August 21, 1991

The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.

**Comment**

The CIAC had recommended a funding level of approximately \$15.3 million for General Fund facilities maintenance and capital improvements for fiscal year 1991-92. Including the additional \$1.7 million added by the Board of Supervisors, the \$7.4 million in General Fund Capital Improvement Projects which were approved by the Board of Supervisors for 1991-92, represents approximately 48 percent of the \$15.3 million amount recommended by the CIAC. The total of \$7.4 million for 1991-92 is approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. In the opinion of CIAC, the \$7.4 million is insufficient to meet the total capital improvement and facilities maintenance needs of the City for 1991-92.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Alioto  
Supervisor Achtenberg  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey







SF  
590.25  
#1  
8/28/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, AUGUST 28, 1991 - 2:00 P.M. ROOM 228, CITY HALL

DOCUMENTS SECT.

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

AUG 27 1991

CLERK: JONI BLANCHARD

SAN FRANCISCO  
PUBLIC LIBRARY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
  - a. File 27-91-5. [Airport—Rates and Charges] Resolution making a finding that the schedule of rates and charges for common use facilities established by the Airports Commission effective July 1, 1991, will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy; companion measure to File 27-91-5.1. (Airport)
  - b. File 27-91-5.1. [Airport—Rates and Charges] Resolution approving changes to the schedule of rates and charges for common use facilities at San Francisco International Airport as established by Airports Commission; companion measure to File 27-91-5. (Airport)
  - c. File 64-91-25. [Amendment to Lease] Resolution authorizing amendment to an existing lease of real property at 298 Monterey Boulevard for use as an Outpatient Mental Health Clinic, for the Department of Public Health. (Real Estate Department)
  - d. File 146-91-37.1. [Grant - State Funds] Resolution authorizing the Department of Health, AIDS Office, to accept and expend grant of \$682,910 from California Department of Health Services for HIV Care Consortia Grant Services under the Comprehensive AIDS Resources Emergency (C.A.R.E.) Disaster Relief Program, Title II, and to authorize expenditure of grant funds to finance Civil Service positions for provision of these services. (Department of Public Health)

- e. File 146-91-64. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for continuation grant not to exceed \$2,250,000, which includes indirect costs based on 10% of personnel costs, from the Department of Health and Human Services, Centers for Disease Control, to continue funding the Epidemiologic Study of the Natural History of HIV/AIDS in Homosexual/Bisexual Men previously enrolled in studies of Hepatitis B Infection and to authorize the expenditure of grant funds to establish and finance Civil Service positions for the provision of these services. (Department of Public Health)
- f. File 199-91-1. [Jurisdictional Transfer] Resolution transferring jurisdiction from Department of Parking and Traffic to the Recreation and Park Department, the rooftop of St. Mary's Square Garage, 433 Kearny Street being a portion of Block 258, Lot 3, and adopting findings pursuant to City Planning Section 101.1. (Real Estate Department)
- g. File 100-91-2.3. [Release of Funds] Requesting release of reserved funds, Department of Electricity, in the amount \$13,556, for the purchase of data/word processing equipment. (Department of Electricity)
- h. File 133-90-1.4. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer, in the amount of \$33,125, for contractor, Brown Vence Associates, to complete the Source Reduction and Recycling Plan. (Chief Administrative Officer)
- i. File 148-91-5.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, in the amount \$1,038,400, for the Balboa Street, Arguello Boulevard to Great Highway Pavement Renovation Project. (Department of Public Works)

ACTION:

#### REGULAR CALENDAR

- 2. File 97-91-43. [Prevailing Wages/Leases] Ordinance amending Administrative Code by adding Section 6.36-A, extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant. (Supervisor Hallinan)

(Consideration continued from 8/14/91)

ACTION:

- 3. File 170-91-5. [Mortgage Revenue Bonds] Inducement resolution stating the intention of the City and County of San Francisco to issue City and County of San Francisco Mortgage Revenue bonds to finance the construction of multi-family residential development. (Supervisor Gonzalez)

ACTION:

4. File 173-91-4. [Ship Repair – Seven Point Plan] Resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco, and urging that such policies be implemented by the Mayor, Port Commission, and Executive Director of the San Francisco Port. (Supervisor Gonzalez)

ACTION:

5. File 74-91-1. [Tax Rate Setting] Ordinance providing revenue and levying taxes for City and County purposes for the Fiscal Year ending June 30, 1992. (Controller)

ACTION:

6. File 74-91-2. [Tax Rate Setting] Ordinance providing revenue and levying taxes for San Francisco Unified School District purposes for the Fiscal Year ending June 30, 1992. (Controller)

ACTION:

7. File 74-91-3. [Tax Rate Setting] Ordinance providing revenue and levying taxes for San Francisco Community College District purposes for the Fiscal Year ending June 30, 1992. (Controller)

ACTION:

8. File 101-91-9. [Government Funding] Ordinance amending the Annual Appropriation Ordinance, 1991-92, File 101-91-2, Ordinance No. 303-91, giving effect to revenue changes pursuant to Charter Section 6.208 and adjusting appropriations to meet the requirements of the Art Commission pursuant to Charter Section 6.400, as a pre-requisite to levy a tax pursuant to Charter Section 6.208. (Controller)

ACTION:

9. File 101-91-6. [Appropriations] Resolution establishing the appropriations limit for Fiscal Year 1991-92 pursuant to California Constitution Article XIII B. (Controller)

ACTION:

10. File 62-91-4. [Hall of Justice Cafeteria Lease] Ordinance approving and adopting Hall of Justice Cafeteria legal documents and authorization to lease. (Real Estate Department)

ACTION:

11. File 155-91-2. [Reward Authorization] Ordinance authorizing payment of reward to does one through five individuals. (Mayor)

ACTION:

12. File 200-91-2. Hearing to consider the status of the City's current and future infrastructure projects (street repairs and improvements; rehabilitation and improvement of public buildings and facilities; infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities; such as, Commission; new construction of bond-financed facilities; such as, library, police stations, jail facilities, earthquake safety improvements; Civic Center complex repairs and restoration; relevant financing issues) (Supervisor Gonzalez)

(Consideration continued from 8/21/91)

ACTION:

Finance Committee  
Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

SF Public Library (2)  
Document Section

D 0313

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

August 26, 1991

TO: Finance Committee

FROM: Budget Analyst - *Recommendation*

DOCUMENTS DEPT.

SUBJECT: August 28, 1991 Finance Committee Meeting

AUG 27 1991

Items 1a and 1b - Files 27-91-5 and 27-91-5.1SAN FRANCISCO  
PUBLIC LIBRARY

Department: Airports Commission

Items: Resolution making a finding that the schedule of rates and charges for common use facilities established by the Airports Commission effective July 1, 1991 will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy (File 27-91-5).

Resolution approving changes to the schedule of rates and charges for common use facilities at San Francisco International Airport as established by the Airports Commission (File 27-91-5.1).

Description: The proposed resolutions concern the schedule of landing fees and terminal space rental rates for common use facilities at the San Francisco International Airport. The proposed landing fees and terminal space rental rates to be charged to the airlines have been determined based on a formula that is part of the Lease and Use Agreement between the Airport and the airlines. The Lease and Use Agreement extends these fees and rental rates from July 1, 1991 through June 30, 1992. The formula calls for annual adjustments to existing landing fees and rental rates based on surpluses or shortfalls accumulated during the previous two fiscal years in the cost centers from which the fees and



rates are collected. The Airport's total surplus from previous years, to be used in calculating the 1991-92 fees and rates, amounts to approximately \$7.5 million.

**Landing Fees:** The proposed landing fees are based on the approved maximum landing weights for each revenue producing aircraft landing at the Airport. The fees are comprised of a base fee per 1,000 lbs., and a surcharge added to the base fee. In the current year, this surcharge is negative, representing a credit for one-half of the combined surplus from terminal and ground side areas. The proposed fee schedule for fiscal year 1991-92 and the actual total fees for 1990-91 and 1989-90 are as follows:

Proposed 1991-92 Landing Fees

Base Fee (Per 1,000 lb.)	Surcharge Fee (Per 1,000 lb.)	Total Fee (Per 1,000 lb.)	1990-91 Actual Total Fees (Per 1,000 lb.)	199-90 Actual Total Fees (Per 1,000 lb.)
\$0.974	(\$0.225)	\$0.749	\$0.671	\$0.573

As shown above, the landing fee (per 1,000 lbs.) would increase \$0.078 from \$0.671 per 1,000 lbs in 1990-91 to \$0.749 in 1991-92, an increase of 11.6 percent.

In addition, the Airport plans to increase the minimum landing fee from \$22 to \$25 for fixed-wing aircraft weighing less than 33,378 lbs (less than 32,787 lbs in 1990-91) that have a landing agreement with the Airport, and to continue a minimum landing fee of \$9.00 for all rotary-wing aircraft (helicopters) weighing less than 12,016 lbs (less than 13,413 lbs in 1990-91) that have a landing agreement with the Airport.

The Airport also plans to increase its surcharge fee schedule for itinerant aircraft effective November 1, 1991. The itinerant surcharge fee is assessed on those air carriers that do not have a permit or lease to operate at San Francisco International Airport. The Airport plans to increase its \$0.861 rate for 1990-91 to a 1991-92 rate of \$0.888 per thousand lbs of maximum landing weight for each revenue landing by a commercial carrier that does not have a landing agreement with the Airport. This fee schedule would apply to all aircraft which weigh 28,153 lbs or more, and for each landing of general aviation fixed-wing or rotary wing aircraft which does not have a landing agreement with the Airport. These itinerant aircraft, both revenue landing and general aviation, would also be subject



to minimum landing fees of \$25.00 for all fixed wing aircraft of less than 28,153 lbs and \$9.00 for helicopters of less than 10,135 lbs.

**Terminal Space Rentals:** The terminal space rental rates at the Airport are comprised of a base rate determined by the relative value of the space. The proposed 1991-92 rates and actual 1990-91 and 1989-90 rates are as follows:

Type Space	1991-92 Proposed Total Rate (per sq. ft.)	1990-91 Actual Total Rate (per sq. ft.)	1989-90 Actual Total Rate (per sq. ft.)
Category I	\$44.01	\$36.75	\$38.96
Category II	33.01	27.56	28.15
Category III	22.01	18.38	17.35
Category IV	11.00	9.19	6.54
Category V	4.40	3.68	0.05
Average Rate per Square Foot	\$26.96	\$22.49	\$22.22

As shown in the previous rate table, the average rental rate per square foot would be increased \$4.47 from \$22.49 to \$26.96, an increase of 19.9 percent.

The Space Categories are defined as follows:

- Category I: Ticket Counters and Hold Rooms (waiting areas by gates).
- Category II: Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
- Category III: Administrative and Operations Offices
- Category IV: Baggage Handling Areas.
- Category V: Unenclosed or Covered Areas (ramp level).

The Airport will also continue to apply a secondary rental surcharge for those carriers using the Federal Inspection Service Area. The surcharge totals \$62,052, which represents the annual Airport debt service on the shared International Terminal baggage facility. Those airlines using the Federal Inspection Service Area are assessed a surcharge based on the proportion of each airline's passengers using this area to the total number of passengers using this area. This secondary surcharge is to be applied through Fiscal Year 2012-13.

**Comments:**

1. According to Ms. Dolores McCray of the Airports Commission, the proposed schedule of fees and rates will be sufficient to cover Fiscal Year 1991-92 Airport costs and a subsidy from the City will not be necessary for 1991-92.
2. Ms. McCray also confirms that the 11.6 percent increase in landing fees and the 19.9 percent average increase in terminal space rental rates are directly attributable to a \$4 million increase in debt service reserves related to a proposed sale in excess of \$100 million in Airport revenue bonds in FY 1991-92, and a \$2 million increase in estimated expenses for light, heat and power.
3. All proposed landing fees and rental rates would apply retroactively to July 1, 1991 if the proposed resolution (File 27-91-5.1) is adopted, with the exception of minimum landing fees for general aviation aircraft (aircraft other than scheduled airlines or military aircraft) and itinerant surcharge fees. Because of the difficulty in retroactively collecting such landing fees, those fees, which comprise a small portion of total landing fees, would not be retroactively imposed and would remain at the 1990-91 rates for landing fees until November 1, 1991. These fees would then be increased to the proposed 1991-92 landing fee rates.
4. Ms. McCray advises that the Airport expects to collect a total of approximately \$53.1 million in landing fees and terminal rentals in FY 1991-92, an increase of approximately \$8 million, or 17.7 percent, from the \$45.1 million collected in fiscal year 1990-91.
5. Adoption of the proposed landing fees and rental rates will not affect the Airport's expected contribution to the City's General Fund. Based on the existing Lease and Use Agreement, this contribution is set at fifteen percent of all concession revenues collected during the year. According to Ms. McCray, the General Fund contribution from the Airport in 1991-92 is anticipated to be \$14 million, or approximately \$500,000 more than the \$13.5 million budgeted to the General Fund in 1990-91. Ms. McCray further reports that the actual amount contributed to the General Fund for FY 1990-91 was approximately \$13.9 million, which is \$400,000 more than the budgeted amount of \$13.5 million.
6. According to Ms. McCray, the 1991-92 Airport budget, as approved by the Board of Supervisors, assumed that the rates and fees identified in the subject legislation would be approved.

**Recommendation:** Approve the proposed resolutions.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 1c - File 64-91-25

**Department:** Department of Public Health (DPH)  
Real Estate

**Item:** Resolution authorizing an amendment to an existing lease of real property at 298 Monterey Boulevard for use as an Outpatient Mental Health Clinic for the Department of Public Health.

**Description:** The Board of Supervisors approved a lease renewal (File 64-91-19) for the term of July 1, 1991 through June 30, 1992 for an outpatient mental health clinic located at 298 Monterey Boulevard. This clinic is City-operated with DPH personnel and leased from John and Silvia Powell who charge the City \$29,839 annually for 4,025 square feet. The City has leased 298 Monterey Boulevard since 1974 from John and Sylvia Powell.

The Department of Public Health proposes to bring this outpatient mental health clinic into compliance with Title 24 of the California State Building Code relative to handicapped accessibility, and to perform general tenant improvements. It is proposed that a ground floor restroom undergo major alterations to enable its use by wheelchair bound individuals, and the entire interior of the premises be repainted. The lessors' contractors have submitted proposals to rebuild the ground floor restroom for handicapped use at a cost of \$7,992.50, and to repaint the entire interior of the premises at a cost of \$3,400, for a total of \$11,392.50 for both renovation projects. The Real Estate Department reports that including a provision for contingencies, the total cost of the work would not exceed \$12,000.

Mr. Phil Aissen of the Real Estate Department reports that the lessors are not under any obligation to fund the renovations under the existing terms of the lease, and the DPH is requesting authorization to reimburse the lessors for the renovation projects. Mr. Aissen also reports that in other leases where similar renovations have occurred, the City has agreed to reimburse the lessor for the cost of the renovations.

**Comments:** 1. According to Mr. Bruce Yow of the DPH, the source of funds for the proposed \$12,000 in alteration costs would be approximately \$8,400 or 70 percent in State funds available from Short-Doyle monies, and approximately \$3,600 or 30 percent General Fund monies, included in the DPH's budget for FY 1991-92.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Mr. Aissen reports that the Real Estate Department has reviewed the bids submitted by the lessors, and have determined that the bids represent the fair market value. The Real Estate Department reports that the contractors who would perform the painting work would be AAA Decorator, and Naumann Schaadt Construction Company would perform the handicap accessibility renovation work for the first floor restroom. These firms are neither MBE or WBE firms.

3. As noted above, the lessors are under no obligation to fund the renovations under the terms of the lease. In addition, since the lessor has already selected the contractor and renovation costs are known, the Real Estate Department has decided to amend the existing lease to pay the lessors for the one-time \$12,000 renovation cost.

**Recommendation:** Approve the proposed resolution.

Item 1d - File 146-91-37.1

**Department:** Department of Public Health (DPH), AIDS Office

**Item:** Resolution authorizing the Department of Public Health to (1) accept and expend a new Federal grant for HIV Care Consortium services under the Comprehensive AIDS Resources Emergency (C.A.R.E.) Disaster Relief Program, Title II and (2) expend grant funds to finance Civil Service positions for the provision of these services.

**Grant Amount:** \$682,910

**Source of Grant:** Federal Grant through the California Department of Health Services

**Grant Period:** October 1, 1991 to May 30, 1992

**Project:** CARE Disaster Relief Program, Title II

**Project Description:** The Board of Supervisors previously approved legislation authorizing the DPH to apply for the proposed State grant, in the amount of \$682,910 (File 146-91-37). The proposed grant funds were established under the Federal Ryan White CARE Act of 1990, Title II. The proposed \$682,910 grant would, in general, provide funds for the planning, development and delivery of comprehensive outpatient health and support services to individuals with HIV disease. Specific client services would include, case management and benefits counseling, as well as other health, psychosocial and support services.

The DPH would be responsible primarily for administering the program and monitoring the grant funds. San Francisco General Hospital would provide outpatient services. The Department would contract with community-based organizations and the University of California, San Francisco for the provision of direct client services.

**No. of Persons to be Served:** Approximately 9,445 AIDS cases plus an estimated 25,000 ARC-HIV infected persons as well as the City's general population.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	2232 Senior Physician Specialist	.20	\$17,066
	2593 Health Program Coordinator III	.25	10,830
	2143 Hospital Assistant Administrator	.25	16,713
	1844 Senior Management Assistant	.25	9,879
	1804 Statistician	.125	5,310
	1450 Executive Secretary I	.25	8,580
	1426 Senior Clerk Typist	.25	6,339
	Fringe Benefits		<u>19,427</u>
	Subtotal	1.575	\$94,144

Operating Expenses

Travel	\$2,150	
Equipment Rental	1,000	
Computer Training	100	
Telephone	800	
Rent	5,750	
Staff Training	175	
Office Supplies	<u>330</u>	
Subtotal		10,305

Contractual Services

University of California, San Francisco (AIDS Health Project)	\$26,222	
Visiting Nurses/Hospice	142,567	
Continuum	38,500	
Project Open Hand	12,468	
Westside Community Mental Health	23,000	
Coming Home	12,467	
Case Management Services	230,000	
Support Center	<u>68,290</u>	
Subtotal		553,514

Work Order

San Francisco General Hospital - Outpatient Care Services	<u>24,947</u>	
Total		\$682,910

**Required Match:** None

**Indirect Costs:** None - the Ryan White CARE Act of 1990, does not permit the use of these Federal grant funds for indirect costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Comments:**

1. The DPH would be contracting with the University of California, San Francisco, the Visiting Nurses/Hospice and the Support Center on a sole source basis. Contract services with Continuum, Project Open Hand, Westside Community Mental Health, and Coming Home, were acquired through the Department's Request for Proposal process.

2. The DPH reports that the contracts for case management services have not been fully negotiated. As such the Department is unable, at this time, to provide budget details on the \$230,000 earmarked for these services. Therefore, the \$230,000 for case management services should be placed on reserve pending the DPH submitting, to the Board of Supervisors, contractor names and budget details for these services.

3. The DPH reports that should the proposed grant funds be reduced or terminated the project staff and contract services would be reduced or terminated accordingly.

4. Attached is the Health Commission's "Summary of Grant Request", as prepared by the DPH, for the proposed grant.

**Recommendation:** Amend the proposed resolution to reserve \$230,000 pending the DPH's submission of budget details for the case management services and approve the proposed resolution as amended.

Item No. \_\_\_\_\_

## Health Commission - Summary of Grant Request

Rev. 4/10/90

California Dept of Health Services

Grantor Office of AIDSDivision AIDS Div/COContact Person CARE Act Unit/Office of AIDSSection AIDS OfficeAddress P.O. Box 942732Contact Person Tim PilandSacramento, CA 94234-7320Telephone 554-9132Amount Requested \$ 682,910Application Deadline 9-29-91Term: From 10-1-91 To 5-30-92Notification Expected 10-1-91Health Commission 8-6-91

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ~~repeal~~ (accept and expend) a (new) ~~(renewal)~~ ~~(allocation)~~ ~~(supplement)~~ ~~(xx)~~ grant in the amount of \$682,910 from the period of 10-1-91 to 9-30-92 to provide CARE/Title II HIV CARE Consortia Grant services.

II. Summary: (Concise summary of need addressed; number + groups served; services and providers)

The Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Program/Title II grant will award funds for the planning, development, and delivery of comprehensive health and support services to individuals with HIV disease; these include case management, benefit counseling, and other health, psychosocial and support needs; the Mayor's HIV Health Services Planning Council is the applicant and the San Francisco Dept of Public Health is the fiscal agent

III. Outcomes/Objectives:

The CARE/Title II funds will allow San Francisco to supplement existing programs which are underfunded, to enable the continuation of essential services, and to enhance the continuum of care for underserved populations.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would inhibit the well-being of persons with AIDS, ARC, and HIV infection in San Francisco, especially for those uninsured/underinsured individuals who are frequently unable to access proper care.

V. Financial Information:

	Col. A Two Years Ago	Col. B First Year/Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount			<u>682,910</u>			
Personnel			<u>94,144</u>			
Equipment			<u>0</u>			
*Contract Svc.			<u>578,461</u>			
Mat. & Supp.			<u>330</u>			
Facilities/Space			<u>5,750</u>			
Other			<u>4,225</u>			
Indirect Costs			<u>0</u>			

VI. Data Processing

(Consolidate above)

VII. Personnel

F/T CSC					
P/T CSC					
Contractual			<u>TBD</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Combination of other grant funding.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exemption Form)

See Attachment of Summary Grant Request.

Item 1e - File 146-91-64

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to apply for a continuation grant, which includes indirect costs based on 20 percent of personnel costs and authorizing the expenditure of grant funds to establish and finance Civil Service positions for the provision of services.

**Grant Amount:** Not to exceed \$2,250,000

**Source of Grant:** Department of Health and Human Services,  
Centers for Disease Control (CDC)

**Grant Period:** November 1, 1991 to October 31, 1992

**Project:** Epidemiologic Study of the Natural History of HIV/AIDS in Homosexual/Bisexual Men previously enrolled in studies of Hepatitis B Infection

**Description:** Between 1978 and 1980, the Department of Public Health and the Centers for Disease Control conducted an epidemiologic study of Hepatitis B among 6,705 homosexual and bisexual men. As part of this study, blood samples were drawn from all participants, and unused samples were frozen and stored at the CDC.

Since 1982, the DPH and CDC have conducted epidemiologic, clinical and laboratory AIDS and HIV infection studies of this group. The proposed grant would fund a continuation of this research project. Areas of research have included the prevalence of HIV infection, behavioral and biological risk factors, the incidence, prevalence, and natural history of AIDS, assessment of health care payment and utilization, and early intervention for HIV infection.

**No. of Persons to be Served:** 6,705 participants

**Grant Budget:** To Be Determined

**Local Match:** None

**Comments:** 1. According to Mr. Tim Piland of the Department of Public Health, the project budget, including indirect costs, will be provided before the DPH applies for permission to accept and expend the proposed grant.

BOARD OF SUPERVISORS  
BUDGET ANALYST

2. The application deadline for this grant is September 3, 1991. Since the Board of Supervisors will not consider the proposed resolution until September 3, 1991, the proposed resolution should be amended to give the Department authorization to apply for the grant retroactively.

3. According to Mr. Purser, if the proposed grant were reduced or terminated, grant-funded positions would be reduced or terminated accordingly. The study currently provides for 25 FTEs, and Mr. Purser anticipates that the number of FTEs would remain approximately the same.

4. The proposed grant amount not to exceed \$2,250,000 would be \$52,004, or two percent, higher than the current grant of \$2,197,996.

5. Attached is the "Summary of Grant Request" as prepared by the DPH.

**Recommendation:** Amend the proposed resolution to authorize the Department to apply for the grant retroactively. Approve the proposed resolution as amended.







Item 1f - File 199-91-1

1. This item is a resolution transferring jurisdiction of the rooftop of St. Mary's Square Garage (a portion of Block 258, Lot 3) from the Department of Parking and Traffic to the Recreation and Park Department, and adopting findings pursuant to City Planning Code Section 101.1.

2. The Real Estate Department reports that the rooftop area of the St. Mary's Square Garage has not been utilized for approximately three years, because the volume of garage patrons has not required the use of this space. The rooftop area, which is approximately 12,000 square feet and originally contained 74 parking spaces, has been closed off from the garage for security and economic reasons. The Real Estate Department advises that the proposed jurisdictional transfer of the rooftop area from the Department of Parking and Traffic to the Recreation and Park Department is being requested in order to facilitate the Recreation and Park Department's proposal to expand the St. Mary's Square Park, which is directly adjacent to the rooftop area.

3. The Real Estate Department reports that the Recreation and Park Department is proposing to pay the Department of Parking and Traffic \$202,331, from its 1992-93 Open Space Budget, for the jurisdictional transfer of the rooftop area. The Real Estate Department advises that the \$202,331 represents the historical value of the property. Historical value is based on what it cost originally to build the rooftop portion of the garage.

4. The Department of City Planning reports that the proposed jurisdictional transfer of the rooftop area of the garage, to allow for the expansion of the St. Mary's Square Park, is in conformity with the Master Plan and is consistent with the eight priority policies of Planning Code Section 101.1.

Comments

1. Mr. Tim Lilliquist of the Recreation and Park Department reports that the rooftop would be used to provide open play space at St. Mary's Square Park. Mr. Lilliquist advises that due to the nature of the rooftop space, minimum landscaping would be involved. According to Mr. Lilliquist, plans for the design of the rooftop space are underway and, depending upon the length of the community design process, construction on the project could be completed within a year to a year and a half. Mr. Lilliquist advises he does not anticipate that construction on the project will have any affect on access to the garage.

2. Mr. Lilliquist reports that the Department has been awarded a State grant in the amount of \$369,000, which it intends to use to pay for the St. Mary's Square Park construction. Since the project is still in the design stage, the Department does not, as yet, have a projected budget for construction. However, Mr. Lilliquist reports that should the \$369,000 in State grant funds not be sufficient to pay for the cost of construction, the Department will use Open Space Funds to pay the balance needed. According to Mr. Lilliquist, the expanded open play space at St. Mary's Square Park will probably require a part-time Recreation

Director which the Departments anticipates could be absorbed by existing staff. Mr. Lilliquist believes that maintenance of the open play space would be minimal and would most likely not require increased staffing.

3. Mr. Tim Johnson of the Department of Parking and Traffic reports that the \$202,331 in revenue to be received from the Recreation and Park Department will be deposited in the Department's Off Street Parking Fund which is used to fund such departmental activities as parking enforcement and development and maintenance of parking facilities.

**Recommendation**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 1g - File 100-91-2.3

**Department:** Department of Electricity  
**Item:** Release of Reserved Funds  
**Amount:** \$13,556  
**Source of Funds:** General Fund

**Description:** In the 1991-92 Department of Electricity budget, the Finance Committee reserved \$13,556 for data processing equipment, pending approval by the Electronic Information Processing Steering Committee (EIPSC). The Department of Electricity reports that the data processing equipment will allow the Department to operate more efficiently and more productively by providing accurate accounting data.

EIPSC has reviewed the Department of Electricity's request for data processing equipment and has approved the following computer hardware and software, totalling \$13,556 as follows:

Laser Printer (3 @ \$1,083 per printer)	\$3,250
Miscellaneous Hardware (i.e., additional memory and key boards)	6,815
Software	2,605
Tax (7%)	<u>886</u>
	\$13,556

**Comment:** As noted above, the Department included \$886 or 7 percent for sales tax. Since the State sales tax has increased to 8.25 percent the amount required to pay the sales tax would be \$1,045 or \$159 more than the Department has budgeted for this purpose. Mr. Daniel McFarland of the Department of Electricity advises that the Department has sufficient funds budgeted in its equipment account to pay for the additional \$159 needed for the sales tax.

**Recommendation:** Approve the release of reserved funds in the amount of \$13,556.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1h - File 133-90-1.4

**Department:** Chief Administrative Officer (CAO)  
Solid Waste Management Program

**Item:** Requesting release of reserved funds, for a contractor, Brown Vence Associates, to complete the Source Reduction and Recycling Plan.

**Amount:** \$33,125

**Source of Funds:** Refuse Collection and Disposal fees impound account.

**Description:** The Board of Supervisors placed \$325,000 on reserve (File 133-90-1) from the FY 1990-91 Solid Waste Management Program budget for consultant services until more information was available regarding specific consultant rates and work scope. In October, 1990, the Board of Supervisors released a total of \$103,178 for consultant services, including \$79,978 for Brown Vence Associates to undertake the preparation of a Source Reduction and Recycling Plan. Therefore, a total of \$188,697 would remain on reserve for consultant services if the proposed release of \$33,125 is approved by the Board of Supervisors.

The State through AB 939 requires each county to prepare a detailed report on the amounts of waste generated, the composition of the waste, and the proposed programs for reducing and recycling the waste with a 25 percent reduction in waste goal for 1995 and a 50 percent reduction goal for 2000. As noted above, the Board of Supervisors has already released \$79,978 for the Source Reduction and Recycling Plan by Brown Vence Associates.

Brown Vence Associates was chosen through a Request for Proposals (RFP) process in conformance with Human Rights Commission (HRC) requirements. Five proposals were received for the Source Reduction and Recycling Plan. Brown Vence Associates is neither a MBE or WBE firm, however this firm ranked the highest because of the number of subcontractors utilized which are MBE and/or WBE firms, and because of the background experience and budget submitted in the proposal.

Specifically, the proposed release of reserve would be used to pay Brown Vence Associates for the following tasks:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

	<u>Hours</u>
<u>Waste Generation Analysis</u> Tasks would include finalizing disposal tonnages, waste disposal characterizations and report generation.	162
<u>Recycling Component</u> Develop and issue final draft for public comment, respond to City comments, develop City program costs and finalize implementation tasks, recycling program needs, and issue final report.	142
<u>Household Hazardous Waste Element</u> Estimate total amounts of household waste generated in San Francisco, evaluate alternative programs, design of implementation schedule for household hazardous waste program, provide plan for public education.	100
<u>Project Management</u> Supervision of quality control, internal and external meetings	<u>50</u>
Total hours	454

**Comments:**

1. As noted above, the Board of Supervisors has already released funds in the amount of \$79,978 for Brown Vence Associates. According to Mr. Joseph Johnson of the Solid Waste Management Program, additional funds in the amount of \$33,125 are required because additional information had to be included in the City's Source Reduction and Recycling Plan provided to the State in accordance with updated State requirements. These tasks included an expanded analysis of the City's waste generation, expanding the requirements of the household hazardous waste element, and updating the City's recycling plan.
2. Mr. Johnson indicates that the Contractor's personnel which would be used for the 454 hours, for an average hourly rate of \$72.96, funded through the proposed release of reserve, include Project Managers, Engineering Planners and Word Processing Operators.

**Recommendation:** Release the reserved funds in the amount of \$33,125.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1i - File 148-91-5.1

**Department:** Department of Public Works (DPW)

**Item:** Release of Reserved Funds

**Amount:** \$1,038,400

**Source of Funds:** Previously appropriated Federal funds under the Federal Aid Urban System Program

**Description:** The Board of Supervisors previously approved legislation authorizing the DPW to apply for, accept and expend Federal funds in the amount of \$1,100,000, for the Balboa Street Pavement Renovation Project (148-91-5). At the same time, the Board of Supervisors placed \$1,038,400 of the \$1,100,000 on reserve, pending the DPW's submission of the names of the firms it would be using for contractual services and the MBE/WBE status of those firms.

Mr. Joe Ovadia of the DPW reports that the Department issued an Invitation for Bids on July 19, 1991. The deadline for the receipt of bids was August 21, 1991. In response to the Invitation for Bids the Department received bids from the following three companies:

- Inter-Coastal and Inter-State Grading and Paving, a Joint Venture.
- Ghilotti Bros. Inc.
- Bay Cities Paving and Grading, Inc.

Inter-Coastal is a Human Rights Commission (HRC) certified MBE/LBE firm and Inter-State Grading and Paving is not a HRC certified MBE, WBE or LBE firm. However, this firm is a certified Disadvantaged Business Enterprise (DBE) according to the State Department of Transportation (CalTrans) regulations. The Balboa Street Pavement Renovation Project is a Federally Assisted Project, which must also adhere to CalTrans contract rules and regulations. Ghilotti Bros. Inc. is a HRC certified LBE firm and Bay Cities Paving and Grading Inc. is not a HRC certified MBE, WBE or LBE firm.

Mr. Ovadia advises that Inter-Coastal and Inter-State Grading and Paving, a Joint Venture was selected as the lowest responsible bidder, based on a bid amount of \$771,346. Ghilotti Bros. Inc. and Bay Cities Paving and Grading, Inc.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

submitted bids in the amount of \$806,435 and \$914,339, respectively.

According to Mr. Ovadia, Inter-Coastal will receive \$45,000 or 5.8 percent of the \$771,346 contract amount awarded to Inter-Coastal and Inter-State Grading and Paving, a Joint Venture. Of the remaining \$726,346, \$500,000 would be awarded to Inter-State Grading and Paving and \$226,346 would be awarded to subcontractors.

The DPW's projected budget for project construction and construction related costs, is as follows:

Construction Contract	\$771,346
Construction Contingency (10%)	77,135
Construction Management (10%)	<u>77,135</u>
Total	\$925,616

**Comments:** As noted above, DPW's total projected budget for project construction and related costs is \$925,616, which is \$112,784 less than the \$1,038,400 placed on reserve. Therefore, the Budget Analyst recommends that \$925,616 of the \$1,038,400 in reserved funds be released and that the remaining \$112,784 continue to be reserved.

**Recommendation:** Release \$925,616 of the \$1,038,400 in reserved funds and continue to reserve the remaining \$112,784.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 2 - File 97-91-43

**Note:** This item was continued at the Finance Committee Meeting of August 14, 1991.

**Item:** The proposed ordinance would amend Chapter 6 of the San Francisco Administrative Code by adding Section 6.36-A, "Prevailing Wages for Construction Work on Leased Property," extending prevailing wage requirements to certain construction projects on privately owned property leased by the City and County, as tenant.

Construction projects would be defined by Section 7.204 of the San Francisco Charter as any "public work or improvement" and also include any construction work done under private contract when all of the following conditions exist:

(A) The construction contract is between private persons.

(B) The property subject to the construction contract is privately owned, but upon completion of the construction work, more than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County for its use.

(C) Either of the following conditions exist:

(1) The lease agreement between the lessor and the City and County of San Francisco, as lessee, is entered into prior to the construction contract.

(2) The construction work is performed according to the plans, specification, or criteria furnished by the City and County of San Francisco, and the lease agreement between the lessor and the City and County of San Francisco as lessee, is entered into during, or upon completion, of the construction work.

(D) The work to be performed under the private contract at prevailing wages adjusted for inflation is more than an "incidental amount of construction work." The amount which would be considered an "incidental amount of construction work" would be decided upon by the Board of Supervisors. The City Attorney's Office reports that the intent is to apply the proposed ordinance to larger scale construction projects, and not require that prevailing wages be paid on small scale build-outs and routine repairs which may arise throughout the term of the lease. Mr. Harry Quinn of the Real Estate Department recommends that construction projects that are in excess of between \$100,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

and \$150,000 should be considered greater than an "incidental amount of construction."

San Francisco Charter Section 7.204 provides that every "Contract for [a] public work or improvement...to be done directly under the contract awarded, or indirectly by or under subcontract...or any other arrangement whatsoever must provide that any person performing labor shall be paid not less than the highest general prevailing rate of wages." The proposed ordinance is intended to clarify the circumstances regarding whether construction projects on property leased by the City and County would qualify as a "public work or improvement" as defined by San Francisco Charter Section 7.204.

The proposed ordinance would only be applicable to leases executed and approved after July 1, 1991.

**Comments:**

1. Based upon the results of the 1990-91 Bay Area Salary Survey Committee's report to the Civil Service Commission, prevailing wages for construction trades such as operating engineers, carpenters, electricians, painters, plumbers, truck drivers and general laborers range from 50 percent higher than non-prevailing wages for plumbers to four percent higher for truck drivers. For all of these above listed construction positions, prevailing wages are on average approximately 28 percent higher than non-prevailing wages.

2. Mr. Quinn reports that landlords would generally pass on the actual cost of renovation work to the City. Mr. Quinn indicates that the amount of square feet which the City leases, and construction costs would also affect the rental rate charged to the City. For example, Mr. Quinn reports that tenant improvements for the Superior Court lease at 525 Polk Street cost the City \$900,000 or an additional \$102 per square foot for 8,800 square feet. Mr. Quinn also reports that tenant improvements for the Human Rights Commission lease at 1170 Market Street cost the City \$120,000 or an additional \$18 per square foot for 6,500 square feet. If these tenant improvement costs increase by 28 percent on average if prevailing wages were charged, the Superior Court lease would cost the City an additional \$252,000 or an additional \$29 per square foot and the Human Rights Commission lease would cost the City an additional \$33,600 or an additional \$5 per square foot.

3. Ms. Lisa Maglio of the City Attorney's Office reports that litigation has been filed against the City by the San Francisco Building and Construction Trades Council which, if successful, would require the City to include prevailing wage

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



language into certain leases in which the City is a tenant. Ms. Maglio indicates that if the proposed ordinance is approved by the Board of Supervisors, it would serve incidentally as a settlement to the pending litigation. A U.S. District Court judge has issued an order which bars Contra Costa County, San Bruno and South San Francisco from enforcing laws which require wage controls on private construction projects. Ms. Maglio reports that the proposed legislation is distinguishable from the legislation struck down in the Court's opinion in the Contra Costa County case because the proposed ordinance would apply only to certain construction projects on certain public leases, unlike the laws in Contra Costa County, San Bruno and South San Francisco which applied to both public and private construction projects.

4. The proposed ordinance does not require that the City continue to lease the property for a specified period of time after the construction project is completed. Mr. Quinn reports that in order for the landlord to be reimbursed for the cost of construction, the City usually enters into a long term five-year lease, with the cost of construction amortized over the term of the lease. However, Mr. Quinn indicates that long term leases are subject to annual appropriation decisions by the Board of Supervisors, and therefore the City could terminate its lease before the landlord is reimbursed for the entire cost of the construction project.

5. As previously noted, the Real Estate Department recommends that the proposed ordinance should apply to construction projects which are in excess of between \$100,000 and \$150,000. However, the San Francisco Building and Construction Trades Council recommends that the proposed ordinance apply to even nominal construction projects which are less than \$100,000. As previously noted, the proposed ordinance would apply to City-leased property which is greater than five thousand (5,000) square feet and more than fifty percent of the assignable square feet of the property is leased to the City and County, upon completion of the construction project. However, the San Francisco Building and Construction Trades Council recommends that the proposed ordinance apply also to those City leases which are in excess of some nominal amount of square feet which is less than 5,000 square feet.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If the Board approves the proposed ordinance, the Board of Supervisors should amend the legislation to include the amount considered to be an "incidental amount of construction work."

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 3 - File 170-91-5

**Item:** Resolution stating the intention of the City and County to issue City and County Mortgage Revenue Bonds to finance the construction of a multi-family residential development.

**Amount:** \$2.5 million

**Description:** The proposed resolution is an Inducement Resolution for the issuance of \$2.5 million in Mortgage Revenue Bonds to finance the construction of a multi-family residential development at 18th and Arkansas Streets by Art Space Partners I, a nonprofit housing development corporation. An Inducement Resolution is an Internal Revenue Service (IRS) requirement which: 1) allows the issuing agency to issue the bonds and 2) allows the issuing agency to include administrative costs in the bond amount. The proposed Mortgage Revenue Bonds would fund a 29-unit live-work cooperative for low-income artists. The proposed live-work development for artists would be open-space apartments with closed off bathrooms and kitchens. The tenants can create other separate rooms within building code specifications. Art Space Partners I has an agreement with Rick Holliday, a developer, to build the live-work units.

Mortgage Revenue Bonds are issued to help finance private housing developments with the goal of inducing the developer to build low and moderate income housing. Mortgage Revenue Bonds are tax exempt which reduces their interest rates. The proposed Mortgage Revenue Bonds would be for a 30-year period at an estimated six percent interest rate. The City issues the bonds and the developer is responsible for repaying the bonds. Art Space Partners I would repay the proposed Mortgage Revenue Bonds with the rents collected from the live-work units.

**Comment:** 1. According to Mr. Joe Latorre of the Mayor's Office of Housing, the City has no legal obligation to repay the bonds if the developer defaults on them. However, if the City had a series of Mortgage Revenue Bond defaults, the City's reputation with the investment community would decline.

2. All of the 29 units would be rented at levels affordable to households at 40 to 80 percent of median income, with an overall average of 60 percent of median income. Based on the current median income level of \$49,900 for a family of four and \$34,930 for a single person, the projected live-work rents would range from \$360 to \$750 per month. Low-income artists would have annual two-person incomes of between

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\$19,950 to \$31,920 or less. The rent amount is calculated on the total square footage of the unit and the income of the tenant(s).

3. According to Mr. Steve Melikain, bond counsel for the Mayor's Office of Housing, the Mayor's Office of Housing would probably receive approximately one-eighth of one percent of the \$2.5 million bond or \$3,000 up front and one-eighth of one percent of the outstanding principal annually for administrative expenses associated with administering and overseeing the proposed project. The trustee of the bonds --an as yet undetermined bank--- would pay the Mayor's Office of Housing the one-eighth of one percent each year for the 30 years over the life of the proposed Mortgage Revenue Bonds.

**Recommendation:** The proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 4 - File 173-91-4

**Item:** Resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco, and urging that such policies be implemented by the Mayor, Port Commission, and the Executive Director of the San Francisco Port.

**Description:** The proposed resolution would recommend a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. According to the proposed resolution, the ship repair industry employed 20,000 workers in the 1960's and has declined to the present level of 500 workers at two major shipyards. The proposed resolution's Seven Point Plan would help revitalize the ship repair industry. The proposed resolution would urge the Port to provide the following seven items:

1. Environmentally safe maintenance dredging of all waters under the jurisdiction of the Port and with Port funds for ship repair activities.
2. Development of and provision for fee concessions by the Port of San Francisco for carriers that perform ship repair in San Francisco.
3. A 30,000 square foot training center and provide matching funds to shipyard training programs.
4. The expenditure of 75 percent of the Port's marketing budget toward the development of ship repair in San Francisco.
5. Free wharfage to ships involved in ship repair by the Port.
6. Rent reductions by the Port to ship repair companies leasing Port property to offset capital expenditures experienced by ship repair companies.
7. Support amendments to the City's Municipal Code that would provide exemption from the Payroll Tax all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and exempt from the Payroll Tax subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Because the proposed resolution does not include specific requirements such as how much to reduce dockage fees, the extent of fee concessions and rent reductions, the Budget Analyst cannot specifically identify the fiscal impacts of the proposed resolution. However, the Port, Tax Collector, and ship repair companies have provided general cost estimates for the proposed Seven Point Plan as follows:

Point #1-- The estimated annual dredging requirements and costs at Pier 70 and Pier 50 are:

135,000 cubic yard per year at the current disposal cost of \$1.83 per cubic yard equals \$247,050 per year. However, the cost of dredging is expected to increase substantially due to the expected increase in costs for disposal. Mr. Michael Janis of the Port reports that the cost to dispose of dredged material to new offshore (ocean) sites will increase the cost of dredging to approximately \$8.50 per cubic yard for an estimated increase of \$900,450 to \$1,147,500 annually. The Port is currently responsible for paying 50% of the dredging costs and the Port's tenants are responsible for the remaining 50%.

Point #2-- The cost to the Port to provide fee concessions to ships that have repair work performed in San Francisco would depend on the amount of the concession and the number of ships repaired. According to Mr. Janis, dockage fees would be the type of fees the Port would lower. Depending on the size of the vessel, the 24-hour dockage fee is between \$61 to \$8,848.

Point #3-- The proposed training center would be an existing 30,000 square foot Port-owned facility that would normally rent at \$0.30 per square foot per month or \$9,000 per month for a total of \$108,000 per year in foregone revenue to provide a training center for a shipyard training program. However, Mr. Janis reports that the 30,000 square foot facility is currently unoccupied making the \$108,000 an opportunity cost to the Port. The matching funds for shipyard training programs would depend on the the total cost of providing the training program.

Point #4-- The Port's marketing budget for FY 1991-92 is:

Advertising	\$104,190
Promotion	157,600
Wharfside (magazine)	70,000
Travel	<u>56,161</u>
Total	\$387,951

75 percent of \$387,951 is \$290,963, which would be dedicated toward the development of ship repair activities, leaving \$96,988 for the Port's other marketing activities:

Point #5-- The Port advises that ships involved with ship repair in the San Francisco Port would not pay a wharfage fee, which is a fee on cargo for crossing the piers. According to Mr. Janis, dockage fees would be more appropriate. Dockage revenue from the past three fiscal years was as follows:

	1988-89	1989-90	1990-91
Ship Repair			
Dockage Revenue	\$536,000	\$515,000	\$85,000*
Cargo Customers			
Dockage Revenue	678,000	715,000	794,000
Cruise Industry			
Dockage Revenue	<u>126,000</u>	<u>96,000</u>	<u>93,100</u>
Total	\$1,340,000	\$1,326,000	\$972,100

\* The FY 1990-91 dockage fee for ship repair was low because of a consolidation of two ship repair companies. Mr. Janis reports that FY 1990-91 was an abnormal year for ship repair dockage fees.

Mr. Janis was unable to estimate the number of ships docked in the San Francisco Port to undergo ship repair. However, the Budget Analyst notes that a reduction in dockage fees for time spent for ship repair would induce more ships to come to the City's Port for ship repair. The numbers for ship repair dockage revenues above reflect the maximum amount of lost revenue if all of the ship repair vessels that paid a dockage fee, were exempt from such a fee.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Point #6-- The Port does not have data on ship repair companies' capital expenditures. However, revenue from leasing Port property to ship repair companies was \$2,190,000 in FY 1990-91. Depending on the amount of rent reductions to offset companies' capital expenditures, the Port could lose a maximum of \$2,190,000 in rent revenues if the rent were completely eliminated.

Point #7-- Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for exemption from the Payroll Tax by submitting a report to the Tax Collector's Office. According to Mr. Orlando Bacelli of Services Engineering Center, there are currently approximately 700 employees working in ship repair in San Francisco with a maximum capacity of 3,000 employees. According to Mr. Bacelli, ship repair employees earn an average of \$41,000 annually. The Payroll Tax rate is 1.5 percent of the annual salary. The estimated revenue loss from exempting ship repair companies from the Payroll Tax with the current number of employees would be approximately \$430,500 annually ( $.015 \times (\$41,000 \times 700 \text{ employees})$ ). The maximum possible revenue loss would be \$1,845,000 annually ( $.015 \times (\$41,000 \times 3,000 \text{ employees})$ ). These figures assume that all of the ship repair companies meet the requirements established in the resolution.

**Recommendation:** The proposed resolution is a policy matter for the Board of Supervisors.



Items 5, 6 and 7 - Files 74-91-1, 74-91-2 and 74-91-3

1. The proposed ordinances would establish the 1991-92 property tax rates for the City and County of San Francisco (File 74-91-1), for the San Francisco Unified School District (File 74-91-2) and for the San Francisco Community College District (File 74-91-3). The rate proposed for the City's general tax rate of \$1.00 per \$100 of assessed valuation is the maximum allowable rate. The total tax rate of \$1.121, as proposed by the Controller, which includes bond interest and redemption charges, is \$.031 more than the 1990-91 tax rate of \$1.09, as shown below. The Controller's Office reports that the increase is due to an increase of \$23 million for a variety of General Obligation bonds issued during 1991.

	Actual 1990-91 Rate	Proposed 1991-92 Rate	Increase (Decrease)
<u>General Tax Rates</u>			
City and County of San Francisco:			
General Fund	\$0.87418319	\$0.87418319	-
Open Space Acquisition Fund	.02500000	.02500000	-
County Superintendent of Schools	.00097335	.00097335	-
S.F. Unified School District	.07698857	.07698857	-
S.F. Community College District	.01444422	.01444422	-
Bay Area Air Quality Management District	.00208539	.00208539	-
Bay Area Rapid Transit District	<u>.00632528</u>	<u>.00632528</u>	-
Subtotal, General Tax Rates	<u>\$1.00000000</u>	<u>\$1.00000000</u>	-
<u>Rates for Bonded Indebtedness</u>			
City and County of San Francisco	\$0.06063587	\$0.09174070	.03110483
S.F. Unified School District	0.00436413	.00415930	(.00020483)
Bay Area Rapid Transit District	<u>0.02500000</u>	<u>.02510000</u>	<u>.00010000</u>
Subtotal, for Bonded Indebtedness	<u>\$0.09000000</u>	<u>\$0.12100000</u>	<u>.03100000</u>
Total Combined Tax Rate	<u>\$1.09</u>	<u>\$1.121</u>	<u>\$.031</u>

2. As compared with the current 1990-91 \$1.09 tax rate, the 1991-92 proposed \$1.121 tax rate will have the following effect on a tax bill for a \$300,000 residence:

1990-91

Assessed Value (1989-90) \$294,118

Add Annual 2% Increase 5,882

Subtotal \$300,000

Less Homeowners Exemption 7,000

Total \$293,000 + \$100 x \$1.09 = \$3,193.70

1991-92

Assessed Value (1990-91) \$300,000

Add Annual 2% Increase 6,000

Subtotal \$306,000

Less Homeowners Exemption 7,000

Total \$299,000 ÷ \$100 x \$1.121 = \$3,351.79

Net Increase in Taxes \$158.09

Recommendation

Approve the proposed ordinances.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 8 - File 101-91-9

1. The proposed ordinance would amend the previously approved 1991-92 Annual Appropriation Ordinance (Ordinance No. 303-91), giving effect to revenue changes pursuant to Charter Section 6.208 and adjusting appropriations to meet the requirements of the Art Commission pursuant to Charter Section 6.400, as a pre-requisite to levy a tax pursuant to Charter Section 6.208. The proposed ordinance would make various revenue and expenditure adjustments to the 1991-92 City budget as follows:

- Adjust estimated revenues, reserves and surplus to the most current information available;
- Appropriate additional funds in the amount of \$24,577 to the Art Commission for the Municipal Symphony Orchestra (one-eighth cent per \$100 of assessed valuation) as required by Charter Sections 6.400 (a)(2) and 6.414;
- Appropriate additional funds in the amount of \$28,727 to the Municipal Court for salary range adjustments and associated fringe benefits for Municipal Court reporters. Salaries are set at the State level.

2. The proposed budget changes would result in the following adjustments to the General Fund General Reserve:

General Fund General Reserve

Balance Approved in Annual Appropriation Ordinance	\$9,076,243
Add: Redevelopment Agency - Early Payoff of Bonds on County Education School Lease	315,484
Less: Increased Appropriations and Reduced Revenues:	
Art Commission - Municipal Symphony Orchestra	(24,577)
Municipal Court Permanent Salary Adjustment	<u>(28,727)</u>
General Fund - General Reserve Balance	\$9,338,423

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. In addition to the General Fund - General Reserve balance of \$9,338,423, the City has the following major General Fund Reserves totalling \$25,693,386.

Major General Fund Reserves

Emergency Reserve Fund	\$4,862,322
Potential Audit Adjustment	4,500,000
Jail Overcrowding Reduction	500,000
Collective Bargaining Fringe	400,000
Dental Clinic Restoration	210,000
Chinatown Clinic Restoration	200,000
Youth Guidance Center- Special Youth Program	70,000
Mt. Zion Crisis Center	200,000
Reserve for Public Facilities	7,727,275
Reserve for Litigation	6,423,789
Child Sexual Abuse/Assault	49,000
SFGH Clinic Restoration	250,000
29th Street Clinic	100,000
SFPD Graphics/Illustrators	48,500
HIV Youth Outreach	<u>152,500</u>
Subtotal	\$25,693,386
General Fund - General Reserve as shown above	<u>9,338,423</u>
Total Major General Fund Reserves which still remain after the 1991-92 Budget is balanced	\$35,031,809

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Proposed revenue and expenditure adjustments to various Special Funds are as follows:

<u>Title</u>	<u>Original Estimate</u>	<u>Current Estimate</u>	<u>Increase (Decrease)</u>
Clean Water Operating Fund	\$36,602,857	\$42,143,783	\$5,540,926
Airport Operating Revenues	172,339,470	164,839,470	(7,500,000)

The proposed increase in expenditures in the Clean Water Operating Fund is caused by an increase in the debt service payment to the State revolving loan fund. The decrease in revenues in the Airport Operating Fund is due to adjustments primarily in landing fees and terminal rental fees.

**Comment**

As of the writing of this report the final legislation had not been completed. This request is based on draft legislation and verbal information provided by the Controller's Staff.

**Recommendation**

Approve the proposed ordinance.





Item 9 - File 101-91-6

1. The proposed resolution would establish \$882,155,976 as the 1991-92 net appropriation limit for the City and County of San Francisco as required by Article XIII B of the California Constitution.

2. On November 6, 1979, California voters approved Proposition 4, known as the Gann Initiative, which added Article XIII B to the California Constitution. Article XIII B limits the growth of appropriations from proceeds of taxes of the State of California and local governments to the percentage change in population and the lesser of the percentage change in the cost of living or in per capita personal income. The State Government Code requires that each local government establish its appropriation limit (Gann Limit) by resolution each year.

3. To determine the City's net Gann spending limit, the State's Trial Court Funding revenues must be considered. A transfer of \$13,800,000 of the City's Gann Limit must be made to the State of California in order to receive a State Trial Court Funding Block Grant of an equivalent amount. The State requires that the City and County decrease its Gann Limit by the net revenue amount it will receive from Trial Court Funding so that the State can increase its Gann Limit by that amount.

4. The Controller has computed the 1991-92 Gann Limit as follows:

1990-91 Gross Gann Limit	\$844,960,099
California per Capita Personal Income	4.14%
Population percentage change	1.82%
1991-92 Gross Gann Limit	\$895,955,976*
Less Trial Court Funding Revenues	<u>13,800,000</u>
1991-92 Net Gann Limit	\$882,155,976

\* 1.0414 times 1.0182 equals 1.060353 times \$844,960,099

5. The Controller's Office monitors revenues affected by the Gann Limit throughout the year. At year end, a final computation is prepared comparing actual proceeds of taxes to the Gann Limit. At that time, two tests must be met. First, all actual proceeds of taxes must be below the Gann Limit; and second, all actual proceeds of taxes collected must be appropriated. If either test is not met, excess revenues collected must be returned to the taxpayers within two years.

6. The amount appropriated in the City's fiscal year 1991-92 budget that is subject to the Gann Spending Limit is \$705,008,252 which is \$177,147,724 less than the net 1991-92 Gann Limit of \$882,155,976. In accordance with Section 24 of the Annual Appropriation Ordinance, all other 1991-92 tax proceeds are appropriated to the City's General Fund General Reserve (Contributed Revenue Reserve), which is used to fund supplemental appropriations during the current fiscal year and the City's budget for the next fiscal year.

### Comments

1. The Gann Limit was first applied in 1980-81 using the actual 1978-79 appropriations that would have been subject to the limit, had it existed then, as the base year (as called for by Article XIII B of the California Constitution). The 1978-79 base was adjusted for changes in per capita personal income, cost of living and population to obtain the 1980-81 limit. In each successive year, the prior year's limit was used as the base for computation of the new limit.

2. State Proposition 111, approved by the voters in June 1990, made several changes to the Article XIII B (3) which are reflected in the City's computations as follows:

- the term "change in the cost of living" was redefined as the percentage change in the California Per Capita Personal Income (CPCPI) from the preceding year for all years after 1990-91.

- the appropriations limit for fiscal year 1991-92 was computed by adjusting the 1986-87 figures using the CPCPI for each subsequent year.

- appropriations for "Qualified capital outlay as defined by the legislature" are excluded from proceeds of taxes. This results in a reduction of \$20,633,362 for fiscal year 1991-92, from appropriations of proceeds of taxes subject to the limit.

3. The City Attorney has advised that the City's contributions to fund certain voter approved employee benefits constitute "debt service" under Article XIII B. Therefore, appropriations of taxes used to meet those obligations may be excluded from both the calculation of the City's annual appropriations limit and from appropriations subject to the limit. In the case of Santa Barbara Taxpayers Association v. County Santa Barbara, the Court of Appeals held that appropriations made by that County to its retirement system were not "debt service" within the meaning of Article XIII B, and therefore must be included in calculations of both the appropriation limit and of appropriations subject to that limit. The State Supreme Court declined to review the case. The City Attorney is of the opinion that the Santa Barbara decision was wrongly decided and that the retirement system at issue in that case may in fact be significantly different from San Francisco's system. In 1989, the City Attorney advised the Controller's Office that continuing to treat mandatory employee fringe benefits as the City has, would preserve the City's opportunity to challenge the Santa Barbara decision.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. Litigation was subsequently filed by the San Francisco Taxpayer's Association to challenge the City's determination to exclude appropriations to fund the City's Employee Retirement System from proceeds of taxes subject to the Gann Limit. While a motion for summary judgement filed by the Association was granted in favor of the Association, the City prevailed with the Court of Appeals which held that "the City's contributions to the voter approved retirement fund constitute a legally authorized contractual "debt service" which is expressly exempted from the Gann spending limitation". On December 13, 1990, the State Supreme Court granted review and vacated the Court of Appeals decision. Oral arguments before the State Supreme Court have not yet been scheduled. While final settlement of this issue will be subject to an opinion by the State Supreme Court, the City Attorney advises issue that:

- The City should continue to treat these mandated employee benefits as "debt service" within the meaning of Article XIII B, as outlined in the City Attorney's memo of 1989. Their exclusion from the City's 1991-92 calculation amounts to \$71,556,333 of the total spread between the City's Gann Limit and appropriations subject to the limit.

- Prudent fiscal planning dictates that the City not collect or appropriate revenues based upon this spread unless the City prevails with a favorable Supreme Court decision.

As noted above, the continued treatment of these mandated employee benefits as "debt service" within the meaning of Article XIII B, and their exclusion from the Gann calculations, accounts for \$71,556,333 of the total \$177,147,224 difference between the City's 1991-92 Gann Limit computation and the City's 1991-92 appropriations subject to that Gann Limit. Therefore, even if these employee benefits were not excluded from the Gann calculations, the City's appropriations subject to the Gann Limit would still be \$105,591,391 under the 1991-92 Gann Limit of \$882,155,976 (\$177,147,724 less \$71,556,333).

5. In addition, based upon the City Attorney's memorandum of opinion of June 14, 1988, the City is excluding from appropriations subject to the limit, Court and Federal mandates. The City Attorney has advised that they constitute mandates within the meaning of Article XIII B. No legal challenges have been filed questioning this interpretation. The five mandates aggregating \$69,325,721 were identified by a survey of all City departments for FY 1991-92, and are as follows:

Police Consent Decree	\$31,033,057
Jail Overcrowding	11,765,253
Federal Resource Conservation Act (Toxics)	4,050,034
Firefighters Consent Decree	13,786,801
Back Pay Cases	8,690,576
Total	\$69,325,721

The Controller's Office has verified the figures submitted.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
August 28, 1991

**Recommendation**

Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 10 - File 62-91-4

1. This item is an ordinance approving and adopting Hall of Justice cafeteria legal documents and authorization to lease. Charter Section 7.402 requires approval of the Board of Supervisors by ordinance as to the form of the lease documents and the authorization for the Director of Property to call for bids in accordance with the Invitation for Bids and the Bid Form.

2. Ms. Claudine Venegas of the Real Estate Department reports that the current six-year lease for the cafeteria located in the Hall of Justice is due to expire on December 31, 1991 and the current lessee has requested termination of the existing lease, for economic reasons. The current lessee, Mr. Anson Lee, pays the City a fixed minimum monthly rental of \$5,586, for an annual payment of \$67,032. Under the current lease, the lessee must pay the fixed minimum monthly rent or eight percent of gross revenues, whichever is greater.

3. Under the proposed lease documents, a rental payment to the City of \$2,500 per month would be the minimum acceptable bid for a five-year lease of the cafeteria. The new lessee would pay a fixed monthly rent or eight percent of gross revenues, whichever is greater. The monthly rental amount would be subject to an annual cost-of-living adjustment based on the Consumer Price Index. Additionally, the proposed lease documents specify that the new lessee would be required to invest not less than \$15,000 in leasehold improvements to increase the effectiveness and appeal of the cafeteria.

Comments

1. Ms. Venegas reports that the \$5,586 monthly rental currently being paid by Mr. Lee to the City, exceeds the current fair market monthly rental value for the cafeteria. Ms. Venegas advises that, the lessee's profit margin from the operation of the cafeteria has been minimal since the beginning of the current lease and has grown smaller each year as a result of the increase in the monthly rental payments based on cost of living adjustments. As such, the current lessee is now having difficulty meeting the monthly rental payments and, in addition, does not have sufficient capital to finance needed improvements to the cafeteria. According to Ms. Venegas, the proposed minimum monthly bid of \$2,500, for the lease of the cafeteria, reflects the current fair market rental value. It should be noted that the proposed new minimum monthly bid of \$2,500 is \$3,086 or 55 percent less than the current \$5,586 minimum monthly lease costs. On an annual basis, the proposed minimum amount of \$30,000 (\$2,500 per/mo. x 12 mos.) is \$37,032 or 55 percent less than the current \$67,032 annual payment

2. Ms. Venegas advises that while there is a set minimum acceptable bid of \$2,500 for the monthly rental, the bid process is necessary to acquire the optimum lease agreement for the City, particularly with regard to the lessee's investment in improvements to the cafeteria.

Memo to Finance Committee  
August 28, 1991

2. Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of the cafeteria at the Hall of Justice.

**Recommendation**

Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 11 - File 155-91-2

**Department:** Police Department

**Item:** Ordinance authorizing the payment of a reward to John or Jane Does one through five

**Reward Amounts:** Five rewards not to exceed \$5,000 each, for a total of \$10,000

**Source of Funds:** Claims and Judgements Account (General Fund)

**Description:** The proposed ordinance would authorize the Chief of Police to reward five individuals who supplied information that led to the arrest and conviction of the person responsible for the murder of Mr. Ruben Alfonso. According to the proposed ordinance, the Chief of Police would determine the amount of each award based on the significance of each individual's contribution.

San Francisco has an established system of rewarding individuals for their assistance in arresting and convicting persons responsible for crimes. This case differs slightly from the established routine, according to the proposed ordinance, in that the identities of the individuals who gave information must be kept confidential to protect the individuals from retaliation. According to the proposed ordinance, the Chief of Police would certify to the Controller the identities of the individuals and the amounts to be paid to each, and the Controller would then issue rewards to be delivered by the Chief of Police.

**Comments:** The source of funds for the proposed rewards would be the Claims and Judgements account. The fiscal year 1991-92 budget allocates \$4.2 million to the Claims and Judgements account.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 12 - File 200-91-2

**Note:** This item was continued by the Finance Committee at its meeting of August 21, 1991.

1. This item is a hearing to consider the status of the City's current and future infrastructure projects – street repairs and improvements, rehabilitation and improvement of public buildings and facilities, infrastructure projects involving enterprise departments, such as Port, Airport, Public Utilities Commission; new construction of bond-financed facilities, such as the Public Library, Police stations, jail facilities, earthquake safety improvements, Civic Center complex repairs and restoration; and relevant financing issues.

2. The Department of City Planning, the Office of the Chief Administrative Officer and the Department of Public Works have recently developed a draft report entitled the City and County of San Francisco Capital Improvement Advisory Committee Six Year Capital Management Plan: FY 1991-96. The authors of the report state that the purpose of the report is to provide background information and context for the Capital Improvement Advisory Committee (CIAC) and other decision makers who will be reviewing capital budget requests and bond program requests over the next several months. As such, the report provides a detailed overview of the City's capital needs and funding sources. A summary of the report's general observations on the status of the City's infrastructure are outlined below:

1) For General Fund and General Fund-supported facilities, annual appropriation levels for facilities maintenance and capital improvements have been decreasing for the last several years. In FY 1984-85 and FY 1985-86, annual General Fund appropriations averaged \$11 million annually. In FY 1986-87 and FY 1987-88, annual General Fund appropriations increased to an average of \$18 million per year. For the past three years, the annual funding level has decreased to an average of \$9.7 million. According to the report, when these General Fund appropriations are adjusted for inflation, they show that the City is now spending an average of 33 percent less in real terms than it was spending on General Fund facilities maintenance and capital improvements six years ago and 54 percent less than it was spending three years ago.

2) If future levels of annual General Fund appropriations for facilities maintenance and capital improvements remain the same as in the prior three years, the City will have accrued a facilities maintenance and capital improvement backlog of approximately \$150 million by 1996. The vast majority of these facilities maintenance projects are projects which are not bond fundable or are capital improvements in facilities which are not targeted for major capital improvements (i.e., bond or debt financed) programs in the near future. Examples of factors that characterize and influence this backlog are as follows:

a) Deferred Maintenance

In 1983, the City initiated a Facility Condition Monitoring (FCM) Program to assess the physical condition of the City's General Fund and General Fund supported-buildings. To date, assessments have been completed for over 250 buildings, which represents approximately one-half of the City's inventory of General Fund buildings. These assessments have documented approximately \$68 million in needed improvements and maintenance. Of the \$68 million, approximately \$10-15 million will be addressed as part of recently approved bond programs for seismic safety, which leaves \$53-58 million to be funded from annual General Fund appropriations or future bond programs. According to the report, as additional assessments are completed, this backlog can be expected to increase.

b) Health and Safety

Legal requirements to (1) increase seismic safety, (2) reduce health hazards from asbestos, (3) improve physical accessibility, and (4) monitor and replace underground storage tanks, have added significantly to the City's capital needs. Programs to assess the full extent of the City's capital needs in these areas are currently in process. As additional needs are identified, they would add to the capital backlog. The Department of City Planning reports there is a current backlog of approximately \$7.5 million for monitoring and replacing storage tanks. The Department currently does not have an estimate for backlog in connection with seismic safety projects, asbestos projects and physical accessibility projects.

c) Other Capital Improvements

Due to limited resources, City decision makers, when allocating annual appropriations, have afforded a higher priority to facilities maintenance and to health and safety requirements than to other types of capital improvements. As such, facilities maintenance projects have accounted for an increasing share (70-85 percent) of diminishing annual General Fund Capital budgets over the past three years. The result has been a growing backlog of capital improvements which are needed to increase operating efficiency or to relieve overcrowding in City facilities.

3. According to the capital improvement report, in recent years, the City has been able to finance some of its most urgent capital needs through General Obligation Bond Programs. Since 1986, voters have approved nine General Obligation Bond Programs totalling over \$663 million, as follows:

<u>Bond</u> <u>Approved</u>	<u>In</u> <u>Millions</u>
1986 - Fire Protection Bonds - to upgrade and expand the City's auxiliary water supply system.	\$46.2
1987 - Street Improvements - for street reconstruction and renovation, reconstruction of sidewalks and adjacent areas, traffic signals and street safety projects.	27.0
1987 - Police Facilities Improvements - to replace and/or renovate obsolete police stations and to provide for seismic upgrade of certain facilities.	28.0
1987 - Recreation and Park Facilities Improvements - to make improvements to (1) Kezar Stadium and surrounding area, (2) Lake Merced, (3) Portsmouth Square, (4) McLaren Park, (5) Crocker Amazon Park and (6) Buena Vista Park.	18.0
1987 - Mental Health Facilities - to develop a Mental Health Skilled Nursing Center at San Francisco General Hospital.	26.0
1988 - Library Improvement Bond Program-to build new Main Library and rehabilitate and seismically upgrade Branch Libraries.	109.5
1989 - Earthquake Safety Bond Programs - to seismically strengthen fire stations, boiler/equipment at Laguna Honda, public buildings in Golden Gate Park and Lincoln Park, and the Main Library.	59.7
1990 - Earthquake Safety Bond Programs - to seismically strengthen City Hall, San Bruno Men's and Women's jails, San Francisco General Hospital utilities, DPH Headquarters, other major public buildings in the Civic Center area, Branch Libraries, police stations and several museums.	332.5
1990 - Sheriff - City matching funds for State bonds - to build new Sheriff's facility.	<u>16.5</u>
	\$663.4

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



4. The capital improvement report provides the following information on the background, current status and future needs of the City's infrastructure regarding seismic safety, asbestos management, physical accessibility and underground storage tanks.

(1) Seismic Safety

In 1987 the City initiated an Earthquake Safety Program to develop a systematic approach to the City's efforts to reduce seismic hazard. The program has two components: (1) engineering inspection to evaluate the seismic strength of the City's buildings and (2) construction projects to remedy identified problems. To date, engineering inspections and analyses have been completed on 171 buildings.

Funding for virtually all seismic strengthening projects in the City has come from General Obligation Bond Programs. The following bond measures included funding for seismic strengthening:

- (a) The 1987, Police Facilities Improvement Bond included approximately \$19 million to seismically upgrade police stations that would be most critical to the Police Department's ability to respond to an earthquake emergency.
- b) The 1988 Library Improvement Bond Program, included \$15 million to seismically strengthen a number of Branch Libraries.
- c) The 1989 Earthquake Safety Bond Program includes \$48.8 million to seismically strengthen 24 buildings including 19 Fire Department facilities, the boiler plant and utilities at Laguna Honda Hospital, two buildings at the California Academy of Sciences, the Main Library and the Legion of Honor.
- d) The 1990 Earthquake Bond Program in addition to repairing damage caused by the 1989 earthquake, includes \$204.7 million to seismically strengthen 20 City buildings, including City Hall, Civic Auditorium, the Opera House, the Veterans Building, the DPH Headquarters, the San Bruno Men and Women's Jails, the Exploratorium, San Francisco General Hospital utilities, two police stations and nine Branch Libraries. A Zoo subsurface utility replacement program (\$26 million) is also included in this bond program.

The bond measures approved to date address approximately 60 percent of the City's seismic safety needs. The report estimates that the remaining seismic work on City buildings could cost an additional \$200 million in 1990 dollars.



(2) Asbestos Management

The City's Asbestos Management Program was developed several years ago to meet regulatory requirements at the Federal, State and local level. The Asbestos Management Program provides a systemwide approach for identifying and managing asbestos in City buildings. A key component of the program involves the completion of data gathering to (1) develop an inventory of asbestos containing materials in City buildings, (2) determine the extent of the risk, (3) determine the cost associated with managing asbestos containing materials, and (4) identifying activities that may be impacted by the presence of asbestos.

There are generally two types of asbestos studies that are conducted: (1) Health and Safety General Surveys (managed by the Department of Public Health-DPH), to identify and inventory asbestos containing material and to evaluate the asbestos health risk and (2) Architecture and Engineering Detailed Assessments (managed by the Department of Public Works), to develop contract specifications for asbestos abatement where asbestos containing materials may be disturbed during the course of planned building maintenance or construction activities.

In 1987-88, the City appropriated \$329,000 to initiate Phase I of a program to conduct Health and Safety General Surveys of City buildings. These surveys were completed in February 1991, and 76 buildings were surveyed. Since FY 1987-88, additional funds for Health and Safety General Surveys have been appropriated, but have not yet been expended. These funds, which are available for future surveys, include:

- a) \$450,00 appropriated in FY 1988-89 for surveys in buildings owned by enterprise departments.
- b) \$200,000 appropriated in FY 1990-91 for additional surveys in General Fund buildings.
- c) \$500,000 included in the 1989-90 Earthquake Safety Bond Programs to survey for asbestos in buildings which will be undergoing seismic upgrades.

To date, the City has approved \$29,129,000 to do asbestos abatement work in conjunction with three major repair and renovation programs as follows:

- a) \$236,000 for asbestos abatement work in six Branch Libraries included in the 1988 Library Bond Program.
- c) \$3,163,000 for asbestos abatement work in 23 buildings included in the 1989 Earthquake Safety Bond Program.
- c) \$25,730,000 for asbestos abatement work in 20 buildings included in the 1990 Earthquake Safety Bond Program.

The DPH has prepared a plan to survey remaining General Fund buildings over the next three years at a cost of \$2,150,000. In addition to completing these surveys, the DPH plans to begin surveying buildings owned by enterprise departments using \$450,000 in funds previously appropriated by these departments.

(3) Physical Accessibility

The City began several years ago to develop a physical accessibility program to address Federal, State and local law. In 1988, the City appropriated \$29,000 to enable the Department of Public Works (DPW) to initiate a survey to identify physical access deficiencies in General Fund and General Fund-supported departmental buildings. An additional \$150,000 was approved in FY 1989-90 to do additional survey work, consultation, schematics and preliminary design for various projects in these buildings.

In early 1989, the Mayor's Office established a Disability Rights Task Force, to bring the City in compliance with Section 504 of the Federal Rehabilitation Act of 1973. A Physical Access Subcommittee was organized, which began work with DPW to develop survey instruments, set survey priorities and to recommend priorities for capital improvement funding for disabled access work. DPW and the Task Force have targeted the end of FY 1991-92 for completion of surveys of all General Fund buildings.

Since 1988, several disabled access projects have been funded through the annual capital budget or through departmental supplemental appropriations as follows:

- a) \$15,000 was appropriated to modify the toilets in the basement of City Hall. This project is completed. An additional \$75,000 was approved in the FY 1989-90 capital improvement budget to modify City Hall toilets on the 2nd, 3rd, and 4th floors. Working drawings for this project are near completion.
- b) \$50,000 (\$40,000 from FY 1989-90 annual capital budget, plus carryover from the Grove Street handicapped access ramp) was approved to modify toilets at 101 Grove. This project is in the design stage.

In addition to the above-noted funds, General Obligation Bond Programs approved within the past several years have included monies to meet disabled access requirements as follows:

- a) \$1.7 million in the 1987 Police Facilities Bond Program for physical accessibility work in seven renovated public stations.
- b) \$1.5 million in the 1988 Library Improvement Bond Program for physical accessibility work in the Main Library and six Branch Libraries.
- c) \$2.7 million in the 1989 Earthquake Safety Bond Program for facilities for the disabled in three public assembly buildings and 18 Fire Department facilities.
- d) \$4,430,000 in 1990 Earthquake Safety Bond Program for facilities for the disabled in two Department of Social Services office buildings, nine Branch Libraries, six Civic Center building, two Recreation and Park Department buildings and the Hall of Justice.

In the FY 1991-92 annual General Fund capital budget, the Department of Public Health (DPH) has proposed \$60,000 for handicapped ramps for the auditorium at 101 Grove and \$121,000 to provide for physical accessibility at DPH Health Centers 4 and 5. Additionally, \$322,880 is included in the War Memorial operating Fund for accessibility projects in subsequent years for the Opera House and the adjoining courtyard.

4) Underground Storage Tanks

In October, 1986, the Department of Public Works, with technical assistance from the Department of Public Health initiated implementation of the Underground Storage Tank Program (USTP) to comply with State laws. The initial purpose of the USTP was to test and monitor tanks for leaks and to remove City-owned tanks which were not in use or leaking. To cover the costs for testing and monitoring of the storage tanks, \$3 million was appropriated from the Emergency Reserve Fund. Costs incurred under this Program were reimbursable from the State, providing that no storage tank or connecting pipes were leaking. Additionally, the difference in cost between the replacement of a single walled tank, providing it was not leaking, and a double walled tank was also reimbursable.

The City is mandated under Federal law to have annual precision tank testing for all underground storage tanks. Currently, there are 116 underground storage tanks operated by all City Departments. The cost for each precision tank test is about \$700. Funding for these costs has been provided from various departmental operating funds. In the capital improvement budget for 1991-92, a project for tank testing has been requested by the Department of Public Health to provide a funding source for various General Fund Departments that do not have sufficient funds for this work.

The Department of Public Health has responsibility for managing the Underground Storage Tank Assessment and Remediation Program. The purpose of this Program is to provide for the removal of toxic substances which have leaked from City-owned storage tanks into surrounding soil and groundwater. At this time, 49 sites have been identified which have varying degrees of soil contamination. Of these sites, contamination has been removed from 14 sites. According to the capital improvement report, an estimated \$3 million in General Fund and Special Fund Departments will be required over the next five years for work in connection with soil contamination.

The Department of Public Works has outlined a multi-year tank replacement program for various General Fund and General Fund-supported departments. The program proposes the replacement of 71 tanks at an approximate cost of \$6.5 million. The age of these single walled steel tanks ranges from five to 40 years. At this time, there are no documented leaks from these tanks.



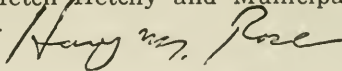
The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.

### Comments

1. The CIAC had recommended a funding level of approximately \$15.3 million for General Fund facilities maintenance and capital improvements for fiscal year 1991-92. Including the additional \$1.7 million added by the Board of Supervisors, a total of \$7.4 million in General Fund Capital Improvement Projects were approved by the Board of Supervisors for 1991-92. This \$7.4 million represents approximately 48 percent of the \$15.3 million amount recommended by the CIAC, and approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. In the opinion of CIAC, the \$7.4 million is insufficient to meet the total capital improvement and facilities maintenance needs of the City for 1991-92.

2. At the August 21, 1991 Finance Committee meeting, Mr. Nothenberg, the Chief Administrative Officer and Mr. Richard Evans, the Director of Public Works presented an overview of the status of the City's General Fund infrastructure needs and capital projects. This overview included a review of the projected annual financial needs for the City's Annual Routine Maintenance (\$8 million), Facilities Condition Monitoring System (\$10 million), Building Changes (\$4.5 million) and Special Needs Programs (\$3.5 million), for a total estimated need of \$26 million annually.

3. It is anticipated that the proposed public hearing for August 28, 1991 will focus on Special Fund (non-General Fund) and Bond funded capital improvement projects and needs. Attached is summary information regarding the key elements and financial information for the current and future infrastructure projects for the following Special Fund Departments: the Airport and the Public Utilities Commission, including the Water, Hetch Hetchy and Municipal Railway, as prepared by the respective Departments.



Harvey M. Rose

cc: Supervisor Gonzalez	Supervisor Maher
Supervisor Shelley	Supervisor Migden
Supervisor Hallinan	Clerk of the Board
President Ward	Legislative Policy Analysts
Supervisor Alioto	Chief Administrative Officer
Supervisor Achtenberg	Controller
Supervisor Britt	Sam Yockey
Supervisor Hsieh	Ted Lakey
Supervisor Kennedy	

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Airport's South Terminal. The first stage of the South Terminal modernization was completed in November, 1985 with the re-opening of Boarding Area A and a new pedestrian tunnel to the garage. The second stage of the South Terminal modernization was completed in January, 1987 with the re-opening of Boarding Area B. The third stage of the South Terminal modernization was completed with the opening of the new Boarding Area C in June, 1988. The Airport now has 80 aircraft gates, 48 of which can serve wide body jets.

The 6,700 space parking garage is connected to the terminals by five pedestrian tunnels and two pedestrian bridges. A long-term parking lot with space for 3,700 vehicles is located one mile from the terminal complex on Airport property. Free shuttle bus service is provided between the remote parking lot and the terminals.

The airlines have also made significant investments in facilities at the Airport. The United Airlines maintenance base contains approximately 2.8 million square feet of building and hangar floor area. Most of United's major aircraft overhauls and rebuildings are done at this base.

Major maintenance facilities are also operated at the Airport by American Airlines, Pan Am, Trans World Airlines, Delta Airlines, USAir and Northwest Airlines. These include a 247,000 square foot maintenance hangar which is used by American Airlines, Trans World Airlines and USAir. Japan Airlines also completed construction of an 82,000 square foot cargo building in 1981.

Many of the airline facilities have been financed by the San Francisco Airport Improvement Corporation, which has issued more than \$125 million in tax-exempt industrial development bonds. These bonds are separately secured by leases to the respective air carriers and are not a charge against the Airport or the Net Revenues of the Airport.

#### Construction Program

In 1988, the Airport completed a \$512 million Modernization and Renovation Program, which included the construction of the North Terminal, the refurbishment of the Central and South Terminals, and the expansion of the parking garage. The current Airport Five-Year Capital Projects Plan provides for the repair and strengthening of runways and taxiways, the modernization of utilities, the reconstruction of dikes, the overhaul of drainage pumping stations and other works, property or structures necessary or convenient for the maintenance of the Airport's infrastructure. The Series E Bond proceeds will finance the cost of designing, acquiring, constructing, maintaining or improving certain capital projects contained in the Airport's rolling Five-Year Capital Projects Plan.

Environmental and neighborhood groups opposed to the environmental impact of Airport activities have instituted legal and other actions in the past designed to impede construction at the Airport. To date, the Airport has prevailed in all such legal and other actions of a material nature. There can be no assurance that future action by these or any other groups will not adversely affect the ability of the Commission to proceed with the Series E Projects.

#### Master Plan

In addition to the Series E Projects, the Airport has prepared a Master Plan to forecast demands on the Airport over the next fifteen years and to recommend a course of action to meet those demands in the most effective way. The Commission has approved the Final Draft of the Master Plan. Additional environmental approval is required before the Master Plan may be implemented. The proposed Master Plan projects are not currently included in the Airport's Five-Year Capital Projects Plan.

#### The proposed Master Plan makes the following recommendations:

- construction of a new International Terminal to accommodate the anticipated growth in Pacific Rim traffic;
- construction of a Ground Transportation Center to provide parking and staging facilities for rental car operators and other Airport users;
- construction of an automated people mover system to connect the terminals with the Ground Transportation Center and the long-term parking lot;
- modernization of the existing air freight facilities;
- consolidation of Airport administrative facilities; and
- improvements to existing facilities for support services such as field maintenance, engineering, crash/fire/rescue, and police/security.



Assuming the Airport's proposed Master Plan is approved, the Airport will need to issue additional revenue bonds. The Airport's staff presently estimates that the improvements in the Master Plan would cost approximately \$1.6 billion in 1989 dollars. It is expected that such improvements will be financed by some combination of bonds, federal grants and revenues of the Commission. The amount of additional Bonds required by the Master Plan could be significantly in excess of \$1 billion.

#### Noise Standards

The Airport has instituted a wide range of abatement procedures to reduce the impact of aircraft-generated noise on surrounding communities. These procedures include a "quiet departure" policy and a "preferential runway" policy, among others. The quiet departure policy is in effect between 10:00 p.m. and 7:00 a.m. for selected departures from Runways 1-19. The preferential runway policy permits 75% of the departures and 95% of the landing approaches to occur over water in order to minimize overflight of surrounding communities.

The Airport is subject to administrative regulations of the California Department of Transportation establishing noise standards of aircraft operations. The Airport is currently operating under a 1986 variance from the requirements of the regulations that would have prevented the Airport from operating unless steps were taken to mitigate the effects of noise on homes near the Airport. As provided by the regulations, this variance would have expired in November, 1989. However, as permitted by the regulations, the Airport has applied for a further variance. Until there is a determination of this application, the current variance remains in effect. The Airport expects the variance to be renewed, with conditions that would not unduly limit the ability of the Airport to operate. Variances are effective for three years.

#### Underground Tanks and Hazardous Materials

All hazardous materials and waste are used and disposed of in accordance with current regulations. The Airport has, as part of its staff, an Environmental Control unit dedicated solely to environmental compliance issues such as those mentioned below. This unit includes professional engineers and chemists, sanitary technicians and inspectors and surveillance teams.

The Airport, working together with San Mateo County, has licensed all underground fuel storage tanks on Airport property. All tanks are in compliance with all Federal, State and local rules and regulations governing their use. Two tenants are in the final stages of cleaning soil around previously contaminated backfill.

At the Airport, there are two series of monitoring wells; one surrounding the outer limits of the Airport and the second located halfway between the Airport perimeter and the terminal area. These wells have not detected any contamination. It is, however, believed that contaminated soil exists in certain areas near the terminal buildings. This most likely resulted from the fueling practices of the 1940's and 50's. In 1968, the Airport instituted regulations which prohibit fueling practices which could cause fuel spills. As these pockets of contamination are found, recovery wells will be installed to remove contaminants. All jet fuel systems are in compliance with current environmental regulations.

#### Emergency Preparedness

The Aviation Safety Institute has awarded the Airport its annual Safety Institute Award for 10 consecutive years. The award was recently given to the Airport in perpetuity in recognition of the outstanding Crash/Fire/Rescue and Medical Preparedness Programs. San Francisco International is the only airport in the world to receive this distinction.

The Airport has established a communications center which is recognized as a prototype for emergency management systems throughout the nation. A mobile communications command post is available for emergencies and disasters. The Airport has also recently installed an Airport 911 system.

#### Seismic Risks

The Airport is located in an area which is seismically active. During the past 150 years, the San Francisco Bay Area has experienced several major and numerous minor earthquakes. The largest was the 1906 San Francisco earthquake along the San Andreas fault. A significant earthquake along one of the faults near the Airport is possible during the period the Series E Bonds will be outstanding.

11/22/91

SAN FRANCISCO INTERNATIONAL AIRPORT  
FIVE YEAR CAPITAL PROJECT PLAN  
JANUARY 25, 1990  
ESTIMATED CONSTRUCTION COST

Feb Nov '91.)

CONTRACT ELL MEW/REV DESCRIPTION

1011 C R Reconstruct T/W "C" to Pilot 50

1990 PRIOR  
3,000,000

1990/91

1991/92

1992/93

1993/94

1994/95

FUND

NOTE

1017 Expand Electrical Distribution System, Phase 11

4,300,000

1104 McDonnell Road Widening

1,000,000

1281 Reconstruct Stone Arise Near East Underpass

500,000

1327 Microwave Landing System

1,000,000

1356 Extend Taxiway V to Taxiway L

1,500,000

1358 Replace Elec Equip & Change Field Light Voltage

2,900,000

1359 E R Taxiway Repair & Reconstruction

1,900,000

1359 B R Taxiway Repair & Reconstruction

2,300,000

1359 F Taxiway Repair & Reconstruction

2,000,000

1362 R Reconstruct Serv Rd, North Access Road to T/W "C"

255,000

1343 Reconstruct CB Road at North Retention Pond

130,000

1602 Airport Land Use Master Plan

550,000

1643 R Construct H/S Exit T/W "C" at R/W 19L & T/W "F"

6,500,000

1644 Construct Fillets at R/W 10L & Taxiway L

2,000,000

1680 R Parking Garage Restriping

500,000

1696 Airside Improvements Lot B-1

800,000

1697 R Airside Improvement Canal to PFS #2

1,600,000

1698 R Airside Improvement Tank Farm

250,000

1721 Biter Reconstruction, Phase V

1,300,000

1723 R New Firehouse No. 2

2,500,000

1729 Cargo Building, Pilot 42

200,000

01/22/91

SAN FRANCISCO INTERNATIONAL AIRPORT  
FIVE YEAR CAPITAL PROJECT PLAN  
JANUARY 25, 1990  
ESTIMATED CONSTRUCTION COST

CONTRACT	YEAR/KEY	DESCRIPTION	1990 FOLDER	1990/91	1991/92	1992/93	1993/94	1994/95	CUMULATIVE
1720	R	North Access Road Realignment		300,000					E 5
1731	R	Remediation of Existing Structure, Plot 17	110,000						E
1739	R	Electronic Security Door System		3,600,000					C 1.5
1846	I	II Conveyor Belt Improvements	270,000						D 4
1872	R	Equalization Tank at Sewage Treatment Plant		600,000					E 1.5
1876 A	R	Boarding Area E Roof Rehabilitation	400,000						C 3
1876 B	R	Boarding Area F Roof Rehabilitation		600,000					E
1895		Terminal A Centerline Lights & Upgrade of T/W Light		2,000,000					E 1.5
1896		Field Lighting Runway System Improvement		22,600,000					D 1.5
1898		Repair of Sewage Treatment Plant		400,000					E 1.5
1907		North Terminal Roof Parking	4,000,000						C 3
1950		Lighting on H. Access Rd., McDonnell Rd., and R-2		600,000					E 5
1953	R	Lower Level Roadway Improvements		1,000,000					D 1.5
1954		Security Fila Installation on II Glass	200,000						A 1
1955	R	Biogester for Sewage Treatment Plant		400,000					E 5
1956	R	Reloc. of 24" Effluent Line & Weir Struct. Plot 17		500,000					E 5
1957	R	Replace 20" & 12" Water Mains Looping at Garage		300,000					E 5
1958		Overlay & Reconstruct R/W 288 T/W P to West End		6,000,000					E 1.5
1959		Airport to United Cooperation Plant Connection		2,500,000					E
1960		Expand Electrical Distribution System, Phase III		3,000,000					E 1
1961		Expansion of Central Plant	3,500,000						C 3.5

01/22/91

SAF FRANKISCO INTERNATIONAL AIRPORT  
FIVE YEAR CAPITAL PROJECT PLAN  
JANUARY 25, 1990  
ESTIMATED CONSTRUCTION COST

CONTRACT EEL		DESCRIPTION	1990 PRIOR	1990/91	1991/92	1992/93	1993/94	1994/95	END	NOTE
1982		Consolidated Airport Administrative Offices	900,000						E	1
1985	R	Replacement of Cattleys, Bucts, and Equipment, 11		3,000,000					E	2
1998	R	Elevator 210 Replacement - 11		500,000					B	1
2023 C		Traffic Barriers & Guard Shelter - Post Office	276,000						A	1
2023 B		Traffic Barriers & Guard Shelter - Railway B	350,000						A	1
2023 B		Traffic Barriers & Guard Shelter-Coast Guard Sta.	276,000						A	1
2036		Security/Emergency Communications Equipment	264,000						B	4
2041		Cash/Fire/Rescue Engine Pumps	285,000						C	
2044		Underground Tank Replacement - 11	435,000						C	4
2072		Mobile Baggage Scanner	350,000						B	
2084		Water Main Improvement		750,000					E	
2092		Public Safety Communications Equipment	166,000						A	4
2101		Computer Generated Diagrams & Fault Analysis	250,000						700	3
2102		Development of Parking Lot D9		7,500,000					D	1
2103		Vehicle Bridge from Lot B to Lot D9		3,170,000					E	1
2105		Purchase of Airline Improvements, B/A B	1,100,000						E	3
2106		Addition to B/A B	6,200,000						B	1
2132		Telephone System Conversion	180,000						700	4
2147	R	Police Locker Rooms - Boarding Area C		280,000					B	1
2154		Ground Transportation Information System	410,000						E	
2156		4th Floor IT Press Room & Training Room	125,000						E	3
2157		Police Tactical Radio System	302,000						B	4



01/22/91

SAN FRANCISCO INTERNATIONAL AIRPORT  
FIVE YEAR CAPITAL PROJECT PLAN  
JANUARY 25, 1990  
ESTIMATED CONSTRUCTION COST

CONTACT EIL  
2160 R In-Transit Lounge

1990 PRIOR 1990/91 1991/92 1992/93 1993/94 1994/95 (CMB) 2015  
130,000 130,000 C 1

2163 R Airport Fuel System

320,000 320,000 B

2202 M Water Quality Control Plants, Sludge Beds

280,000 280,000 E

2234 Fuel Agent Crash/Fire/Rescue Vehicle

350,000 350,000 A 2

2241 Dike Reconstruction, Phase 4

1,700,000 1,700,000 E

2242 M. & S. Oxidation Ponds & Drainage Canals Waterprf

500,000 500,000 E

2243 Drainage Pump Sta. 1A, 1B & 1C Pilling Replacement

300,000 300,000 E

2247 Modernization of Fire Alarm System

400,000 400,000 E 1

2248 R International Terminal Doors

160,000 160,000 E 1

2249 North Terminal Doors

430,000 430,000 E

2254 Relocation of Budget Rental Car

1,200,000 1,200,000 B 1

2255 Relocation of boiler Rental Car

300,000 300,000 E 1

2324 M Airport Waste Management

300,000 300,000 E

2325 M Central Heating and Cooling Plant

250,000 250,000 E

2326 M Airport Fuel System, Leak Monitoring System

150,000 150,000 E

2328 M Industrial Waste Pump Station Improvements

450,000 450,000 E

2331 M Runway 28M West End-Parent, Broving

300,000 300,000 E

2342 M Extend R/W Safety Area-Phase 1 at r/w 28M W/End

3,000,000 3,000,000 E

2344 M Runway Exit Filllets, Widening-Phase 1 on R/W 28M

1,000,000 1,000,000 E

2346 M I/W "B" Exit, Realignment to threshold of R/W 1A.

2,000,000 2,000,000 E

2350 M Water and Toilets, Lot B

285,000 285,000 E

01/22/91

SAF FRANCISCO INTERNATIONAL AIRPORT  
FIVE YEAR CAPITAL PROJECT PLAN  
JANUARY 25, 1990  
ESTIMATED CONSTRUCTION COST

CONTRACT EEL	DESCRIPTION	1990 PRIOR	1990/91	1991/92	1992/93	1993/94	1994/95 FUND	NOTE
2356	N Replacement of 4 Moving Walks B/A E/F to Garage		2,500,000				E	
2357	N Fuel Shutdown Alarm System Upgrade		200,000				E	
2360	N Electrical Power System Upgrade					3,000,000	E	
2361	N Annunciator System, Electrical Power Dist. Syst.			750,000			E	
2373	N Emergency Powerment Repairs		300,000				E	
2393	N 73 Aerial Platform		495,000				E	
	CONSTRUCTION TOTAL	33,709,000	75,070,000	22,415,000	6,250,000	3,000,000	0	
	ACELI	5,056,350	11,260,500	3,367,250	937,500	450,000	0	
	COMPLIANCE/ENCT	2,528,175	5,630,250	1,681,125	468,750	225,000	0	
	TOTAL	41,293,525	91,960,750	27,458,375	7,656,250	3,675,000	0	



## Notes to project schedule:

- (1) Projects which are in design phase.
  - (2) Projects for which construction contracts have been awarded.
  - (3) Projects which are in construction.
  - (4) Projects which are 90% complete.
  - (5) Projects which are eligible for ADAP or AIP reimbursement.
  - (6) Projects which will receive ADAP or AIP reimbursement.
  - (7) Projects will not be funded without first returning to the Airline Affairs Committee and the Airports Commission for approval.
- (A) Projects financed by the proceeds, and/or the interest earned on the proceeds, of the Series A Revenue Bonds.
  - (B) Projects financed by the proceeds, and/or the interest earned on the proceeds, of the Series B Revenue Bonds.
  - (C) Projects financed by the proceeds, and/or the interest earned on the proceeds, of the Series C Revenue Bonds.
  - (D) Projects financed by the proceeds, and/or the interest earned on the proceeds, of the Series D Revenue Bonds.
  - (E) Projects financed by the proceeds, and/or the interest earned on the proceeds, of the Series E Revenue Bonds.
  - (G,0) Projects financed by the interest earned on the proceeds, of the 1967 General Obligation Bonds.
  - (700) Projects financed by the Fund 700 Capital Projects Fund.

R - Revised  
N - New

SAN FRANCISCO WATER DEPARTMENT  
Infrastructure Status Highlights  
August 1991

Current bond-funded projects of the San Francisco Water Department (funded from \$106 million issued in 1987 and \$70 million issued in 1991) include a two-phase expansion of the San Andreas Water Treatment Plant, in-City water main replacements and service renewals, Calaveras Pipeline replacement, repairs to the San Andreas Pipeline No. 3, and improvements to Sunol Water Treatment Plant, San Antonio Pump Station, and Crystal Springs Pump Station. The Water Department is studying needs for future bond funding, including construction of a water treatment plant to filter water from Hetch Hetchy Reservoir (estimated cost of between \$325 and \$455 million), and construction of Irvington Tunnel No. 2 (estimated cost of between \$102 and \$163 million). The cost of these two projects would be shared with the Department's suburban wholesale customers. The Department may also pursue bond funding for other projects of smaller magnitude in order to avoid spiking rate increases in future years.

Because of the drought, infrastructure spending has been uneven in recent years. Under normal water conditions, the Water Department expects to be able to support capital spending in the range of \$20 to \$30 million annually from operating revenue, based on current needs and available resources.

HETCH HETCHY WATER AND POWER

Infrastructure Status Highlights  
August 1991

Hetch Hetchy is the source of over 80 percent of the Water Department's water supply, so maintenance of its dams, reservoirs, and pipelines is critical. In addition, Hetch Hetchy power generation supplies electricity for City buildings, streetlights, water and sewer operations, and for running the Municipal Railway's trolleys, light rail vehicles and cable cars. Hetch Hetchy also sells power to two major resale customers, accounting for the bulk of its revenues. Hetch Hetchy's three power plants and the transmission lines which run across the Central Valley also need regular maintenance to assure maximum use of available power.

Because of the drought, Hetch Hetchy prioritized use of its capital resources, emphasizing maintenance and protection of dams and pipelines, while deferring building maintenance and replacement and several streetlighting projects, such as Van Ness Avenue.

While Hetch Hetchy has had general obligation bond-funded projects in the past, all its current capital projects are funded from operating revenue. Under average water conditions, Hetch Hetchy's annual capital program, which includes funding for a major streetlighting replacement program, would cost between \$15 and \$20 million per year. The streetlighting replacement program, which is estimated to total approximately \$20 million over five years, is one likely candidate for general obligation bond financing.

SAN FRANCISCO MUNICIPAL RAILWAY

Infrastructure Status Highlights  
August 1991

Muni's ten-year \$2 billion capital program is predominately funded through federal and state grants.

Operating and Office Buildings - Muni is in the midst of a fifteen-year plan to completely rehabilitate or rebuild all maintenance and office buildings, either because these structures are old and deteriorated, and/or in order to meet the needs of Muni's changing fleet. Please see attached chart.

LRV System Improvements - Muni's capital program includes several improvements to its Light Rail Vehicle System (Muni Metro). This includes expanded service to redeveloping areas in San Francisco and an entirely new LRV fleet by 2000. The Muni Metro Turnaround Project will allow the capacity of the Muni Metro Subway to be increased and will also facilitate the further extension of Muni Metro service to Mission Bay and the Caltrain Depot. A major component of Muni's LRV system improvement will be the construction of a new Metro storage and maintenance facility in Mission Bay.

Track and Overhead Facilities - Muni has a relatively extensive network of rail lines and trolley overhead lines throughout the City, and has plans to construct new trackage and to electrify one or more diesel lines. Many portions of Muni's overhead system are well over thirty years old. There is a need to replace these facilities on an ongoing basis in order to sustain service reliability. Muni is currently developing equipment to measure the remaining life of various elements of the system. Subsequent rehabilitation project priorities will be based on this methodology.

Facilities Maintenance - Muni will need approximately \$8.1 million in operating funds over the next five years to perform various facilities maintenance projects which include asbestos removal and health and safety improvements.

FIGURE A.1 - MUNICIPAL RAILWAY OPERATING AND OFFICE FACILITIES

FACILITY	DATE	FUNCTION	PROBLEMS	CURRENT PLANS	DATE
Woods	1977	Diesel Operating Division	Operating Division too large; Trans. and Maint. facilities are inadequate and don't function well	Rehab facility; reduce number of coaches	1996
Woods	1977	Diesel Central Heavy Repair/Unit Repair/Paint & Body/Admin. Offices	Can't accommodate articles; doesn't function well	Relocate to Islais	1995
Kirkland	1950	Diesel Operating Division	Site too small; incompatible with surrounding land uses	Relocate to Islais	1995
Flynn	1989	Diesel Operating Division	None	None	1989
Presidio	1914	Trolley Operating Division/Heavy Repair	Can't accommodate articles; needs rehab; can't do paint work	Rehab; provide longer bays; Paint & Body work at Islais	1991
	1912	Trolley Operating Division/Heavy Repair	Can't accommodate articles; needs rehab & expansion; can't do paint work	Reconstruct and expand; Paint & Body work at Islais	1998
	1912	Revenue Center	Too small; lack of security; needs reconstruction	Relocate to Woods/Islais	1976
	1912	MUNI Headquarters	Too small; needs reconstruction; poor location	Move to Metro East	1997
	1977	LRV Operating Division/Heavy Repair/Unit Repair/Farebox/Radio/Elec. Repair	Too small; need room to expand; support shops better located at Central shops	Construct Metro East; relocate support shops to Islais	1997
	1985	Administrative Offices	None	None	1985
Geneva	1986	LRV Maintenance	Can't maintain PCCs	Rehab to maintain PCCs	1993
Old Geneva	1991	Empty - Admin. Offices	Condemned - cannot be occupied in present condition	Uncertain	?
Cable Car	1984	Cable Car Operating Div.	None	None	1984
24th & Utah	1890's	Ways & Structures	Must be relocated for General Hospital expansion	Relocate to Woods/Islais	1995
24th & Utah	1890's	Special Machine Shop	Must be relocated for General Hospital expansion	Relocate to Woods/Islais	1995
24th & Utah	1890's	Signal & Electronics	Must be relocated for General Hospital expansion	Relocate to 1401 Bryant	1993
1401 Bryant	1893	Overhead Lines	Needs rehab	Rehab	1993
1401 Bryant	1985	Motive Power	None	None	1985
Scott	1990	Non-Revenue Vehicle Shop	None	None	1990
Scott	1989	Employee Parking	None	None	1989





**REVISED**

The tank replacement program for Special Fund departments (Airport, Hetch Hetchy System, Port and Water Department) has been administered separately by each department, with overview by the Department of Public Health. In recent years, 23 tanks have been upgraded and 30 tanks remain to be replaced. Future funding for this replacement work will be provided from the revenue sources of these departments.

**Comments**

1. The CIAC had recommended a funding level of approximately \$15.3 million for General Fund facilities maintenance and capital improvements for fiscal year 1991-92. Including the additional \$1.7 million added by the Board of Supervisors, a total of \$7.4 million in General Fund Capital Improvement Projects were approved by the Board of Supervisors for 1991-92. This \$7.4 million represents approximately 48 percent of the \$15.3 million amount recommended by the CIAC, and approximately 24 percent less than the average annual \$9.7 million funding provided for the past three years. In the opinion of CIAC, the \$7.4 million is insufficient to meet the total capital improvement and facilities maintenance needs of the City for 1991-92.

2. At the August 21, 1991 Finance Committee meeting, Mr. Nothenberg, the Chief Administrative Officer and Mr. Richard Evans, the Director of Public Works presented an overview of the status of the City's General Fund infrastructure needs and capital projects. This overview included a review of the projected annual financial needs for the City's Annual Routine Maintenance (\$8 million), Facilities Condition Monitoring System (\$10 million), Building Changes (\$4.5 million) and Special Needs Programs (\$3.5 million), for a total estimated need of \$26 million annually.

3. It is anticipated that the proposed public hearing for August 28, 1991 will focus on Special Fund (non-General Fund) and Bond funded capital improvement projects and needs. Attached is summary information regarding the key elements and financial information for the current and future infrastructure projects for the following Special Fund Departments: the Airport, the Public Utilities Commission, including the Water, Hetch Hetchy and Municipal Railway, and the Port as prepared by the respective Departments.

*Harvey M. Rose*  
Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Alioto  
Supervisor Achtenberg  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy

Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

DOCUMENTS DEPT.

AUG 29 1991

SAN FRANCISCO  
PUBLIC LIBRARY

*SF*  
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST** - *Financial Services*

Airport's South Terminal. The first stage of the South Terminal modernization was completed in November, 1985 with the re-opening of Boarding Area A and a new pedestrian tunnel to the garage. The second stage of the South Terminal modernization was completed in January, 1987 with the re-opening of Boarding Area B. The third stage of the South Terminal modernization was completed with the opening of the new Boarding Area C in June, 1988. The Airport now has 80 aircraft gates, 48 of which can serve wide body jets.

The 6,700 space parking garage is connected to the terminals by five pedestrian tunnels and two pedestrian bridges. A long-term parking lot with space for 3,700 vehicles is located one mile from the terminal complex on Airport property. Free shuttle bus service is provided between the remote parking lot and the terminals.

The airlines have also made significant investments in facilities at the Airport. The United Airlines maintenance base contains approximately 2.8 million square feet of building and hangar floor area. Most of United's major aircraft overhauls and rebuildings are done at this base.

Major maintenance facilities are also operated at the Airport by American Airlines, Pan Am, Trans World Airlines, Delta Airlines, USAir and Northwest Airlines. These include a 247,000 square foot maintenance hangar which is used by American Airlines, Trans World Airlines and USAir. Japan Airlines also completed construction of an 82,000 square foot cargo building in 1981.

Many of the airline facilities have been financed by the San Francisco Airport Improvement Corporation, which has issued more than \$125 million in tax-exempt industrial development bonds. These bonds are separately secured by leases to the respective air carriers and are not a charge against the Airport or the Net Revenues of the Airport.

#### Construction Program

In 1988, the Airport completed a \$512 million Modernization and Renovation Program, which included the construction of the North Terminal, the refurbishment of the Central and South Terminals, and the expansion of the parking garage. The current Airport Five-Year Capital Projects Plan provides for the repair and strengthening of runways and taxiways, the modernization of utilities, the reconstruction of dikes, the overhaul of drainage pumping stations and other works, property or structures necessary or convenient for the maintenance of the Airport's infrastructure. The Series E Bond proceeds will finance the cost of designing, acquiring, constructing, maintaining or improving certain capital projects contained in the Airport's rolling Five-Year Capital Projects Plan.

Environmental and neighborhood groups opposed to the environmental impact of Airport activities have instituted legal and other actions in the past designed to impede construction at the Airport. To date, the Airport has prevailed in all such legal and other actions of a material nature. There can be no assurance that future action by these or any other groups will not adversely affect the ability of the Commission to proceed with the Series E Projects.

#### Master Plan

In addition to the Series E Projects, the Airport has prepared a Master Plan to forecast demands on the Airport over the next fifteen years and to recommend a course of action to meet those demands in the most effective way. The Commission has approved the Final Draft of the Master Plan. Additional environmental approval is required before the Master Plan may be implemented. The proposed Master Plan projects are not currently included in the Airport's Five-Year Capital Projects Plan.

#### The proposed Master Plan makes the following recommendations:

- construction of a new International Terminal to accommodate the anticipated growth in Pacific Rim traffic;
- construction of a Ground Transportation Center to provide parking and staging facilities for rental car operators and other Airport users;
- construction of an automated people mover system to connect the terminals with the Ground Transportation Center and the long-term parking lot;
- modernization of the existing air freight facilities;
- consolidation of Airport administrative facilities; and
- improvements to existing facilities for support services such as field maintenance, engineering, crash/fire/rescue, and police/security.

PORT OF SAN FRANCISCO

M E M O R A N D U M

DATE: August 26, 1991

TO: Sandra Brown Richardson  
Budget Analyst

THROUGH: Michael P. Huerta  
Executive Director

FROM: Cliff Jarrard  
Chief Harbor Engineer

*Cliff Jarrard*

SUBJECT: Infrastructure Status - Summary

Per your request, the following summary is submitted to provide data for the Board of Supervisors Finance Committee.

Replacement Costs

This is based on the insurance valuations and the total estimated cost of replacing the Port improvements. It does not include the cost of the land.

Total: \$703,000,000

Project Cost to Correct

The Port has insufficient funds to provide adequate ongoing maintenance and therefore has a deferred maintenance costs estimated as follows:

Utilities	\$ 1,491,000
Cranes	230,000
Seawall	8,580,000
Piers, Buildings and other	13,000,000
Total:	\$24,400,000

Project Cost for Renovation and Improvements

Please See the Attached Summary

Total:	37,300,000
--------	------------

Funds Available

1984 Bond Funds:	\$5,000,000
------------------	-------------

Unmet Capital Funding Needs

\$24,400,000	\$61,700,000
+37,300,000	- 5,000,000
<u>\$61,700,000</u>	<u>\$56,700,000</u>
Qualified Total:	\$56,700,000

Additional Capital Funding Needs

The estimated additional costs for expansion, increasing capacity, crane improvements, asbestos abatement, BCDC Engineering Criteria Review Board Requirements, Seismic Safety Upgrade of Buildings, Storm Water Runoff System and demolition is estimated to be in excess of \$50,000,000.

Additional Costs:	Over \$50,000,000
-------------------	-------------------

## ADDITIONAL INFORMATION

Annual Maintenance Costs

	90/91	89/90	88/89
Utilities	\$1,824,000	\$1,680,000	\$1,700,000
Cranes	1,186,000	957,000	858,000
Other	<u>5,968,000</u>	<u>4,982,000</u>	<u>6,064,000</u>
Total	8,978,000	7,619,000	8,622,000

Special Needs

	90/91	89/90	88/89
Hazardous Waste	\$ 346,000	419,000	205,000
Asbestos	15,000	99,000	20,000
Underground			
Storage Tanks	21,000	-	-

These costs do not include staff time. For 1991/92, the Port has \$690,000 budgeted to administer its hazardous materials program.

## CAPITAL PROJECTS TO EXISTING INFRASTRUCTURE

	Facility	Capital Project	Project Cost for Renovation and Improvement	Funds Available
1.	Asbestos	Abatement Work Phase I	265,000	
2.	Pier 70	Dock Rehabilitation	290,401	
3.	Embarca Parkway	Drainage Construction	1,000,000	
4.	Pier 94/95	Staircase Crane Modern.	2,300,000	
5.	Asbestos	Abatement Work Phase II	100,000	
6.	Var Loc	Seismic Safety Survey	40,000	
7.	Pier 94/95	Consultant Work	60,000	
8.	Embarca Parkway	Utility Survey	62,000	
9.	Ferry Bldg	HVAC Replacement	60,000	
10.	Var Loc	Replacement of Sewer Lines	62,000	
11.	501 Aray	Sewer System Repair	24,000	
12.	Pier 94/95	Yard Retyring	650,000	
13.	Pier 94/95	High Mast Lighting Renovation	600,000	
14.	Var Loc	Underground Storage Tank	573,000	
15.	Pier 94/95	Electr Work Crane I	700,000	
16.	Pier 94/95	Electr Work Crane II	2,200,000	
17.	Pier 94/95	Structural Upgrade	3,000,000	
18.	Pier 94/95	High Mast Lighty - Paving	600,000	
19.	Pier 1,5, 3, 5, 5.5, 7	Substructure Repair	2,000,000	
20.	Pier 94	Correction of Settlement	500,000	
21.	Asbestos	Abatement Work Phase II	100	
22.	Pier 90	Admin Bldg Rehab	95,000	

## CAPITAL PROJECTS TO EXISTING INFRASTRUCTURE

	Facility	Capital Project	Project Cost for Renovation and Improvement	Funds Available
23.	Pier 7C	Replace PCB transformers	1,580,000	
24.	Pier 35	Substructure Rehabilitation	4,700,000	
25.	Pier 24/26	Utility Underground II	880,000	
26.	Pier 7D	Structural Rehabilitation	10,200,500	
27.	Var Loc	Handicap Access	100,000	100,000
28.	Pier 30	Restrooms	14,000	14,000
29.	Pier 30	Electrical Receptacles	274,000	274,000
30.	Pier 80	Utilities, repaving and other work	4,450,000	4,450,000
31.	Pier 24/25	Purchase of telescopic spreader	153,433	153,433
32.	Pier 24/25	Replacement of crane bolts	30,000	30,000
	TOTAL		37,335,526	5,021,433



Item 4 - File 173-91-4

**REVISED**

**Item:** Resolution urging the Mayor to urge the Port Commission to adopt a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco, and urging that such policies be implemented by the Mayor, Port Commission, and the Executive Director of the San Francisco Port.

**Description:** The proposed resolution would recommend a Seven Point Policy Plan in support of the survival of the ship repair industry in San Francisco. According to the proposed resolution, the ship repair industry employed 20,000 workers in the 1960's and has declined to the present level of 500 workers at two major shipyards. The proposed resolution's Seven Point Plan would help revitalize the ship repair industry. The proposed resolution would urge the Port to provide the following seven items:

1. Environmentally safe maintenance dredging of all waters under the jurisdiction of the Port and with Port funds for ship repair activities.

2. Development of and provision for fee concessions by the Port of San Francisco for carriers that perform ship repair in San Francisco.

3. A 30,000 square foot training center and provide matching funds to shipyard training programs.

4. The expenditure of 75 percent of the Port's marketing budget toward the development of ship repair in San Francisco.

5. Free wharfage to ships involved in ship repair by the Port.

6. Rent reductions by the Port to ship repair companies leasing Port property to offset capital expenditures experienced by ship repair companies.

7. Support amendments to the City's Municipal Code that would provide exemption from the Payroll Tax all tenants of the Port of San Francisco whose principal business is ship repair and at least 30 percent of their work force are San Francisco residents and exempt from the Payroll Tax subcontractors of these ship repair businesses who derive at least 70 percent of their revenues from the ship repair industry.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

DOCUMENTS DEPT.

AUG 29 1991

SAN FRANCISCO  
PUBLIC LIBRARY

**Comments:**

1. Because the proposed resolution does not include specific requirements such as how much to reduce dockage fees, the extent of fee concessions and rent reductions, the Budget Analyst cannot specifically identify the fiscal impacts of the proposed resolution. However, the Port, Tax Collector, and ship repair companies have provided general cost estimates for the proposed Seven Point Plan as follows:

Point #1-- The estimated annual dredging requirements and costs at Pier 70 and Pier 50 are:

125,000 cubic yard per year at the current disposal cost of \$1.83 per cubic yard equals \$228,750 per year. However, the cost of dredging is expected to increase substantially due to the expected increase in costs for disposal. Mr. Michael Janis of the Port reports that the cost to dispose of dredged material to new offshore (ocean) sites will increase the cost of dredging to approximately \$8.50 per cubic yard for an estimated increase of \$833,750 to \$1,062,500 annually. The Port is currently responsible for dredging, testing, permitting, and disposal of the approaches into the channel of 60,000 cubic yards of the total 125,000 cubic yards. The Port's tenants are responsible for the remaining 65,000 of the total 125,000 cubic yards of dredging, testing, permitting and disposal. According to Ms. Veronica Sanchez of the Port, under the proposed Seven Point Policy Plan, the Port would be responsible for the dredging, testing and permitting costs associated with the additional 65,000 cubic yards. Depending on the price of disposal, the Port could incur between \$118,950 to \$552,500 in additional disposal costs.

Point #2-- The cost to the Port to provide fee concessions to ships that have repair work performed in San Francisco would depend on the amount of the concession and the number of ships repaired. According to Mr. Janis, dockage fees would be the type of fees the Port would lower. Depending on the size of the vessel, the 24-hour dockage fee is between \$61 to \$8,848.

Point #3-- The proposed training center would be an existing 30,000 square foot Port-owned facility that would normally rent at \$0.30 per square foot per month or \$9,000 per month for a total of \$108,000 per year in foregone revenue to provide a training center for a shipyard training program. However, Mr. Janis reports that the 30,000 square foot facility is currently unoccupied making the \$108,000 an opportunity cost to the Port. The matching funds for shipyard training

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

programs would depend on the the total cost of providing the training program.

Point #4-- The Port's marketing budget for FY 1991-92 is:

Advertising	\$104,190
Promotion	157,600
Wharfside (magazine)	70,000
Travel	<u>56,161</u>
Total	\$387,951

75 percent of \$387,951 is \$290,963, which would be dedicated toward the development of ship repair activities, leaving \$96,988 for the Port's other marketing activities such as cargo, cruise, excursion vessels and public recreational promotion.

Point #5-- The Port advises that ships involved with ship repair in the San Francisco Port would not pay a wharfage fee, which is a fee on cargo for crossing the piers. According to Mr. Janis, dockage fees would be more appropriate. Dockage revenue from the past three fiscal years was as follows:

	1988-89	1989-90	1990-91
Ship Repair			
Dockage Revenue	\$536,000	\$515,000	\$85,000*
Cargo Customers			
Dockage Revenue	678,000	715,000	794,000
Cruise Industry			
Dockage Revenue	<u>126,000</u>	<u>96,000</u>	<u>93,100</u>
Total	\$1,340,000	\$1,326,000	\$972,100

\* The FY 1990-91 dockage fee for ship repair was low because only one ship repair company paid the fee. Mr. Janis reports that FY 1990-91 was an abnormal year for ship repair dockage fees.

Mr. Janis was unable to estimate the number of ships docked in the San Francisco Port to undergo ship repair. However, the Budget Analyst notes that a reduction in dockage fees for time spent for ship repair could induce more ships to come to the City's Port for ship repair. Ms. Sanchez advises that other market forces, such as lower wages in other ports,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

DOCUMENTS DEPT.

AUG 29 1991

SAN FRANCISCO  
PUBLIC LIBRARY

could offset any incentives that result from lower dockage fees. The numbers for ship repair dockage revenues above reflect the maximum amount of lost revenue if all of the ship repair vessels that paid a dockage fee, were exempt from such a fee.

Point #6-- The Port does not have data on ship repair companies' capital expenditures. However, revenue from leasing Port property to ship repair companies was \$2,190,000 in FY 1990-91. Depending on the amount of rent reductions to offset companies' capital expenditures, the Port could lose a maximum of \$2,190,000 in rent revenues if the rent were completely eliminated.

Point #7-- Mr. Richard Sullivan of the Tax Collector's Office reports that the ship repair companies would have to apply for exemption from the Payroll Tax by submitting a report to the Tax Collector's Office. According to Mr. Orlando Bacelli of Services Engineering Center, there are currently approximately 700 employees working in ship repair in San Francisco with a maximum capacity of 3,000 employees. According to Mr. Bacelli, ship repair employees earn an average of \$41,000 annually. The Payroll Tax rate is 1.5 percent of the annual salary. The estimated revenue loss from exempting ship repair companies from the Payroll Tax with the current number of employees would be approximately \$430,500 annually  $(.015 \times (\$41,000 \times 700 \text{ employees}))$ . The maximum possible revenue loss would be \$1,845,000 annually  $(.015 \times (\$41,000 \times 3,000 \text{ employees}))$ . These figures assume that all of the ship repair companies meet the requirements established in the resolution.

**Recommendation:** The proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**









